

BELLSOUTH DIRECT CASE

WC DOCKET NO. 02-304

EXHIBIT 4

PART 3 OF 6

Example of how the system calculates second period

The following example shows how the system calculates Projection Period 2.

1. The program calculates all accounts and interest, if applicable. For this example, interest is based on the current period's balance. Long-Term Debt is projected as 0.00% increase over prior period.

	<u>12/31/95</u>		<u>12/31/96</u>
Total Assets	100000		120000
Long Term Debt	56111		56111
(Interest Rate 10.00%)			
Other Liab/Equity	43889		43889
Total Liabilities/Net Worth	100000		100000
Income/Expense			
Sales	49500		20000
Proj. Int. Exp.-LTD	4500	(45000 * .10)	5611 (56111 *.10)
Proj. Int. Expense	1111		0

2. After the first time through, the income statement looks like this:

	<u>12/31/95</u>		<u>12/31/96</u>
Sales	49500		20000
Proj. Int. Exp.-LTD	4500	(45000 * .10)	5611
Proj. Int. Expense	1111		0
Total Assets	100000		120000
Cash Deficit	0		5161
Long Term Debt	56111		56111
(Interest Rate 10.00%)			
Retained Earnings	43889		58728
Total Liabilities/Net Worth	100000		120000

3. The resulting income statement once the interest rate is applied to the cash deficit looks like this:

	<u>12/31/95</u>		<u>12/31/96</u>
Sales	49500		20000
Proj. Int. Exp.-LTD	4500		5611
Proj. Int. Expense	1111		516

The balance sheet now looks like this:

	<u>12/31/95</u>	<u>12/31/96</u>
Total Assets	100000	120000
Cash Deficit		6127
Long Term Debt	45000	56111
Retained Earnings	43889	27762

4. The process continues again until there is no change in retained earnings. The final balance sheet and income statement before debt payments looks like this:

Income Statement	<u>12/31/95</u>	<u>12/31/96</u>
Sales	49500	20000
Proj. Int. Exp-LTD	4500	5611
Proj. Int. Exp cash deficit	1111	624

Balance Sheet	<u>12/31/95</u>	<u>12/31/96</u>
Total Assets	100000	120000
Cash Deficit	0	6235
LTD-Bank	5611	56111
Retained Earnings	43889	57654
Total Liabilities	100000	120000

5. After surplus/deficit allocation, the income statement doesn't change, but the balance sheet looks like this:

	<u>12/31/95</u>	<u>12/31/96</u>
Total Assets	100000	120000
Long Term Debt (Interest Rate 10.00%)	56111	62346
Retained Earnings	43889	57654
Total Liabilities	100000	120000

The above example shows how the interest calculations are made. However, you may want to incorporate the cash deficit interest expense into the long-term debt interest expense. Typically, the cash deficit is not constant throughout the projection period. Therefore, you may want to set the interest calculation to either prior or average.

Opening an existing projection file

1. Open a customer.
2. Click the Projection tab beneath the Customer Control bar (left pane of the system).

The system displays the names of the projections associated with this customer. If no projections are associated with this customer, you must create a projection.

3. Double click the name of a projection. The system displays the projection assumptions in the Balances Pane (right pane of the system).

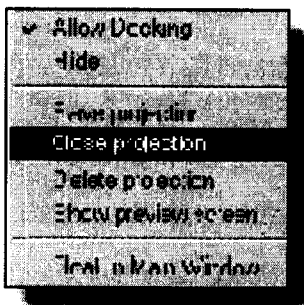
Closing a projection file

1. Make sure the projection you want to close is active by clicking the Projection tab beneath the balances pane (right side of the system)

2. Select File | Close.

– or –

1. Click the name of the projection in the Customer Control bar.
2. Click the right mouse button.
3. Select Close projection.



Determining when a Quick Projection is not in use

You will notice when you first access the Quick Projection Variables class, each cell in the projected period(s) contains a value of 0 in gray. The system displays a Quick Projection Variable in this manner when the system is not currently using the projection variable in its calculations. You cannot change the values in these cells until you run Quick Assumptions, Calculate Projection Variables, or use the Quick Projection Variable in another class.

Running Quick Assumptions or Calculating Projection Variables places system-calculated values in each of the cells and allows you to make changes to the values in each cell. For more information on these topics, see Working with Quick Projections and Calculating projection variables.

For example, in projections on the Current Assets class, you select the Cash account and change the projection type from Cash/[SG&A + COGS][%] to type A - Actual Amount, the system prompts you to change accounts within a group to the new projection type you have selected. When you select 'Yes', the system replaces the existing projection types for that group of accounts with the new projection type. Also, when you go back to the Projection Variables class,

you will now see the value displayed in gray in the Projection Variable's cell, indicating that the system is not currently using Cash/[SG&A + COGS][%].

Related Topics

Modifying projection information

Working with Quick Projections

Calculating projection variables

Working with projection statements

You can maintain projection statements in the same way you maintain historical statements. See Inserting a statement, Hiding a Statement and Deleting a statement.

Creating proforma statements

A proforma statement allows you to make changes to the most recent historical statement for your long-term or short-term projection. When you create a proforma, you can change the most recent historical statement as you would in Historical Analysis, but the system does not save the changes in historicals. They are only saved in projections.

You can create a proforma statement for a new projection or for an existing projection.

To create a proforma statement:

1. Create a new projection.
2. Select Tools| Proforma | Create.
3. The system asks you if you wish to continue to create a proforma statement for the most recent historical statement.
4. Click **Yes**.
5. Make the appropriate changes to the historical values and generate your projection reports. You can change historical values. The changes you make will be reflected only in the projection.

To create a proforma statement for an existing projection:

1. Open the projection you want.
2. Select Tools| Proforma | Create.
3. The system asks you if you wish to continue to create a proforma statement for the most recent historical statement.
4. Click **Yes**.
5. Make the appropriate changes to the historical values and generate your projection reports.

Related Topic:

Deleting proforma statements

Deleting proforma statements

If you want to return to the original historical statement, you can easily delete the proforma statement.

1. Select Tools | Proforma | Delete. The system asks you if you want to delete the proforma and return to historical values.
2. Click Yes.

Projections Overview

Long- and Short-Term Projections

Long-term analysis allows you to forecast any number of periods (monthly, quarterly) in any order. Short-term analysis allows you to forecast 12 one-month periods. In addition, short-term projection's turnover calculations can run in cycles. Use long-term projections to determine the customer's ability to repay term debt and use short-term projections to determine the cash needs of the customer over the next twelve months.

The two commonly used projection methods are Quick Assumptions and Customer-Prepared.

- ♦ **Quick Assumptions** - Use this method when you have two or more historical statements and do not have projections from the customer.
- ♦ **Customer-Prepared** - Use this method when you have projections from the customer.

Additional Projection Topics:

How the system calculates projections

Projection basics

Entering Inflation Rate, Deficit and Surplus

Changing projection assumptions

Preview the projection results

Projection methods – Quick Assumptions and customer prepared

Allocating surplus and deficit

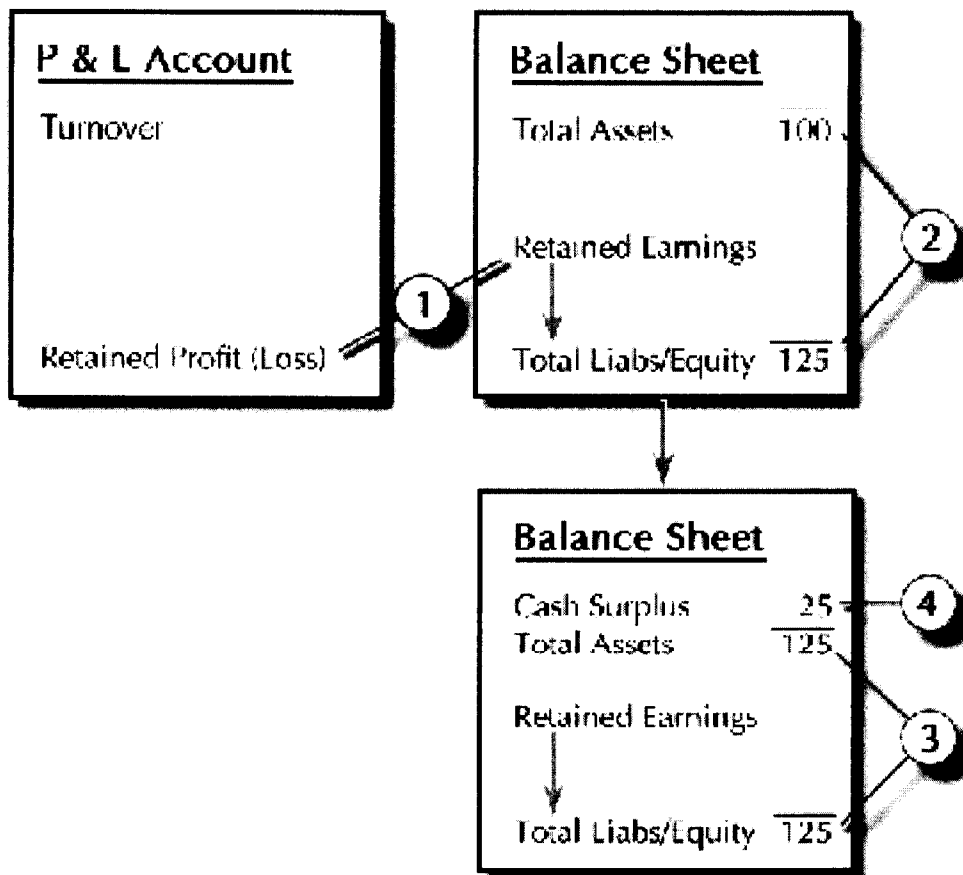
Percentage Method

Priority method

Partial year's interest calculation

How the system calculates projections

The following steps explain how the system calculates the cash surplus or deficit (required borrowings).



1. The Income Statement is generated based on your assumptions. The net income or loss is allocated to Retained Earnings.
2. The Balance Sheet is generated based on your assumptions. Balancing checks are performed to determine the difference between assets and liabilities/net worth.
3. The system forces a balance with a "plug amount in Cash Surplus (to increase assets) or in Required Borrowings (to increase liabilities/net worth) accordingly.

Projection basics

1. Open a customer.
2. Create a new Long- or Short-term projection.

New Long -Term Projection

Projection Description:
Best Case

Selected Historical Statements

Date	Periods	Audit Method
10/31/90	12	Unqualif'd
10/31/91	12	Unqualif'd
10/31/92	12	Unqualif'd
10/31/93	12	Unqualif'd
10/31/94	12	Unqualif'd
10/31/95	12	Unqualif'd
10/31/96	12	Unqualif'd

Default Interest Computed

☒ Average
☐ Current Period
☐ Prior Period

OK
Cancel
Help

- ♦ **Projection Description** - Enter a description for the projection scenario you plan to build (e.g., best case, most likely, worst case, etc.).
- ♦ **Selected Historical Statements** - Using Quick Assumptions or Linear Regression, the system calculates trends based on the historical statements you select. There is no limit to the number of statements you may choose, however, you must select at least one.
- ♦ **Default Interest Computed** - This field determines the method for accruing interest on liability and asset accounts. Choose from Average, Current, or Prior.

When you've completed the information on this screen, click **OK** to begin inserting statements for the periods you want to project.

Additional Projection Topics:

Entering Inflation Rate, Deficit and Surplus

Changing Projection Types

Entering Inflation Rate, Deficit and Surplus

Enter the Inflation Rate and the Deficit & Surplus Interest Rates in the appropriate cells.

Projection Assumptions		Projection	Projection	Projection
Statement Date		10/31/98	10/31/99	10/31/00
Periods		12	12	12
Audit Mthd		Unqualif'd	Unqualif'd	Unqualif'd
Accountant		E&Y	E&Y	E&Y
Anal		CC	CC	CC
Stmnt		Annual	Annual	Annual
Surplus		0.00	0.00	0.00
Deficit		0.00	0.00	0.00
Inflation		0.00	0.00	0.00
Reconcile To		10/31/97	10/31/98	10/31/99

☐ Historical ☒ Best Case Proj

Project accounts based on the inflation rate

Calculate interest on cash surplus

Calculate interest on required borrowings

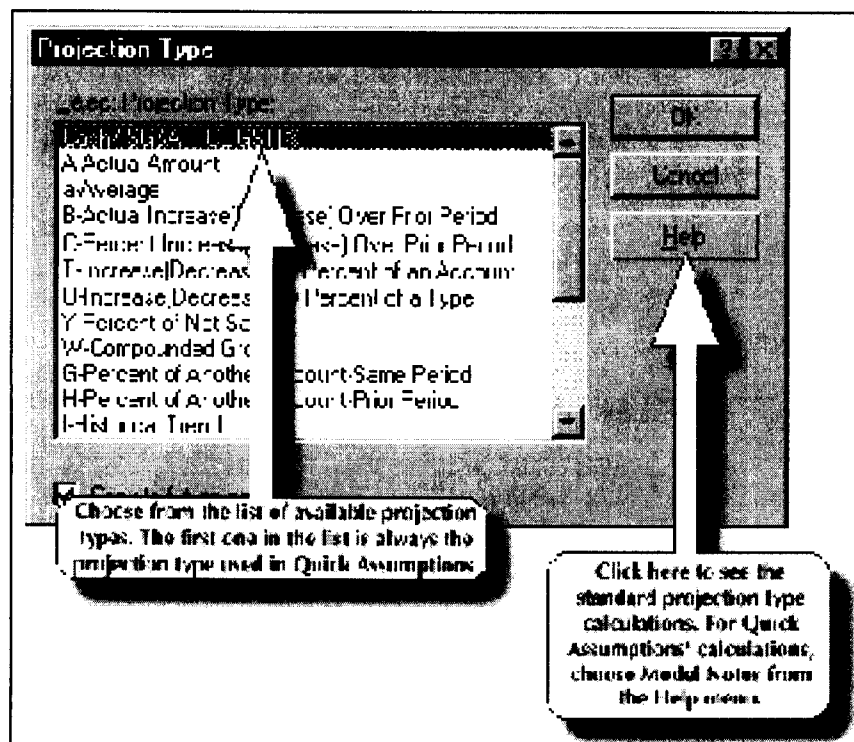
- ♦ **Deficit and Surplus Interest Rate** - Enter amounts in the Deficit (or Surplus) column to calculate interest for any required borrowings (or surplus). These interest rates are used for the "plug accounts only; they are not used to calculate interest on the standard balance sheet cash or debt accounts.
 - ♦ **Deficit and Surplus Interest Rate** - Enter amounts in the Deficit (or Surplus) column to calculate interest for any required borrowings (or surplus). These interest rates are used for the "plug accounts only; they are not used to calculate interest on the standard balance sheet cash or debt accounts.
- The interest is shown on the income statement as projected interest income or projected interest expense.
- ♦ **Inflation Rate** - If you base any accounts using the assumption "J-Inflation Rate, enter an inflation rate.

Changing projection types

Adjust individual accounts in Projections using the system's projection types.



To change projection types:

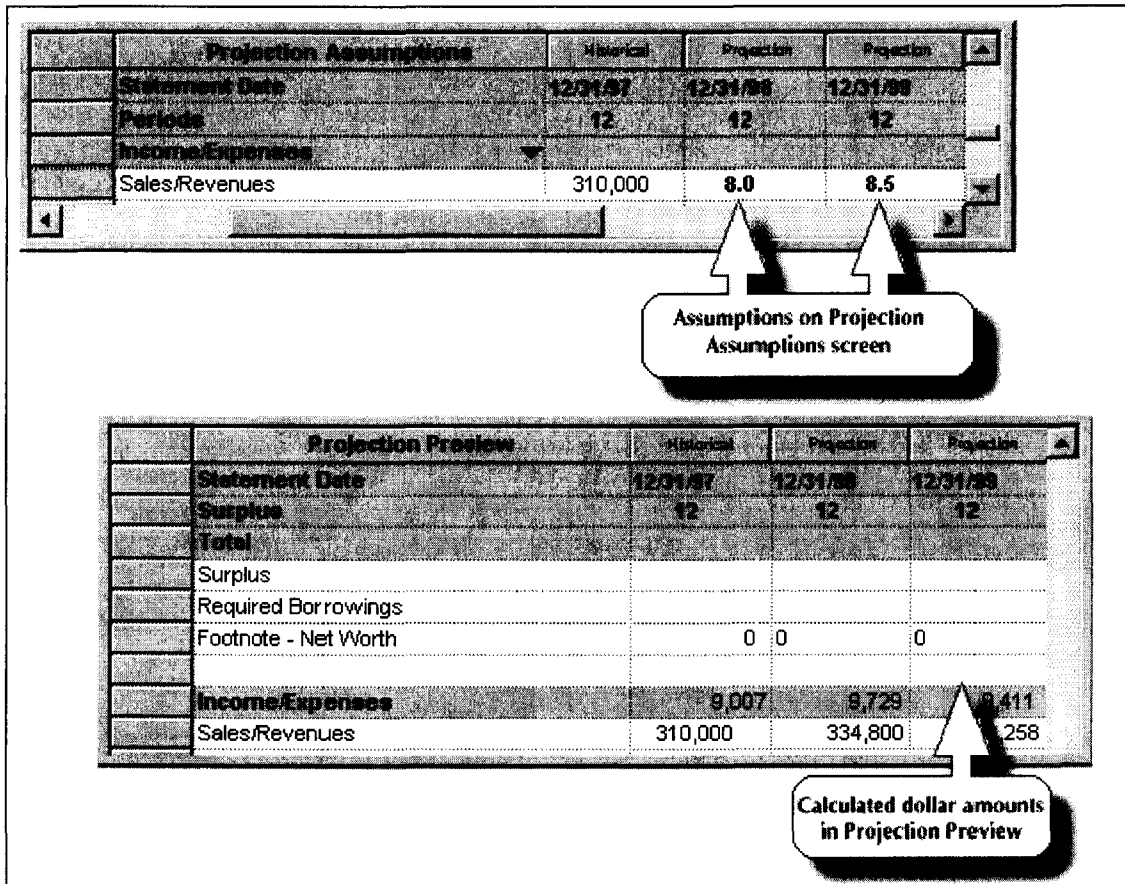
1. Move the cursor to the account you want to project.
2. Click the right mouse button, select Projection Type, and choose from the list of available projection types.
3. Enter a value (e.g., dollar amount, percentage, days turnover, etc.)



♦ **Calculation and Help** - For standard projection type calculations, refer to the system's Help Menu. To view default projection types for the chart of accounts and Quick Assumption calculations, select Help | Model Notes.

Preview the projection results

1. Click  on the toolbar, or print your projection reports to see your projection's calculated dollar amounts.
2. Once you've previewed the results, return to projection assumptions by clicking  and make any necessary changes.



The screenshot displays two software windows. The top window, titled 'Projection Assumptions', contains a table with columns for 'Historical' and two 'Projection' periods. The bottom window, titled 'Projection Preview', shows the same data structure but with calculated dollar amounts. Two callout boxes with arrows point to specific data points: one points to the '8.0' value in the 'Sales/Revenues' row of the 'Projection' column in the top window, and the other points to the '334,800' value in the 'Sales/Revenues' row of the 'Projection' column in the bottom window.

Projection Assumptions		Historical	Projection	Projection
Statement Date		12/31/97	12/31/98	12/31/99
Periods		12	12	12
Income/Expenses				
Sales/Revenues		310,000	8.0	8.5

Assumptions on Projection Assumptions screen

Projection Preview		Historical	Projection	Projection
Statement Date		12/31/97	12/31/98	12/31/99
Surplus		12	12	12
Total				
Surplus				
Required Borrowings				
Footnote - Net Worth		0	0	0
Income/Expenses		9,007	9,729	9,411
Sales/Revenues		310,000	334,800	258

Calculated dollar amounts in Projection Preview

Projection methods - Quick Assumptions and customer prepared

Quick Assumptions

Select Quick Assumptions from the Tools menu to calculate each account using trends and averages. The system will display a message informing you this option will override any assumptions you have entered. In other words, if you are planning to use Quick Assumptions, be sure to run them before you adjust any other balances.

Quick Assumptions use 16 key variables to project the customer's financial performance. You can fine tune these variables and perform sensitivity analyses. If you change a Quick Assumption variable, it will appear in bold.

Projection Assumptions		Projection	Projection	P
Statement Date		10/31/99	10/31/99	10/31
Periods		12	12	1
Projection Variables				
Annual Sales Growth (%)		6.90	8.00	8.00
Gross Margin (plus Depr) (%)		19.35	19.54	19.54
Operating Expense (excl Depr) (%)		11.22	12.00	12.00

Historical B Best Case Pr...

- ♦ **Sensitizing Quick Assumptions** - Once you generate the Quick Assumptions, you can go through the Projection Variables class and adjust the values to match your expectations. For example, change Annual Sales Growth or Inventory Days on Hand.
- ♦ **Sensitizing Individual Accounts** - You can also make changes to the individual accounts in projection assumptions where you manually choose Projection Types and values. For example, you can add a new loan to pay for capital expenditures.
- ♦ **Calculations and Help** - For Quick Assumption calculations, select Model Notes from the Help menu.
- ♦ **Distributions** - When the system calculates certain Quick Assumption variables, such as Capital Expenditures and Operating Expenses, it distributes the calculated value among the appropriate balance sheet and income statement accounts.

For example, if the system determined that Capital Spending is 3,580, the value is distributed among the fixed asset accounts using the historical distributions. For example, if Buildings & Improvements contributed 70% of the total historical fixed assets, the system distributes 2506 (70% x 3580) to Buildings & Improvements. The remaining percentages are distributed to the remaining fixed assets. *If you change the projection type of an account that is part of a distribution (e.g., Buildings & Improvements), all accounts included in that distribution will also be changed.*


Customer Prepared

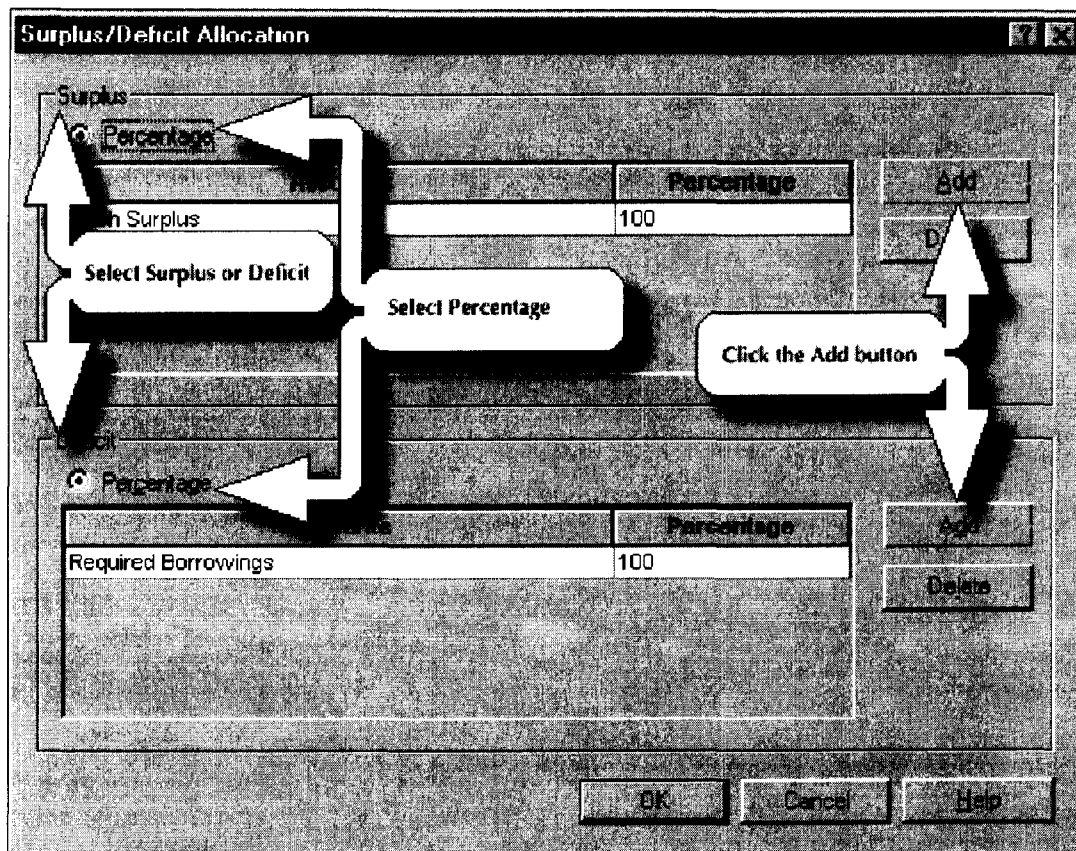
When a customer gives you projections, enter them into the system to analyze and sensitize them in detail.

- ♦ **Entering Values** - Enter the company-prepared projections in projections balances using assumption type 'A-Actual Amount' for each account. Do not enter retained earnings; the net income or loss is automatically allocated to this account. Do not use Quick Assumptions and do not enter values in the Projection Variables class.
- ♦ **Save As** - When you finish entering the customer's values, choose File | Save As to give the projection a new name. Now, you can begin a sensitivity analysis.
- ♦ **Determine the "Underlying Assumptions"** - Select Calculate Projection Variables from the Tools menu and the system will calculate the assumptions your customer used to prepare the projection.

The system also overwrites the projection type you originally entered (A-Actual Amount) with the 16 Quick Assumption Variables.
- ♦ **Sensitizing Customer-Prepared Projections** - Once you determine the "underlying assumptions, you can go through the Projection Variables class and adjust the values to match your expectations. For example, you can change Annual Sales Growth or Inventory Days on Hand.
- ♦ **Sensitizing Individual Accounts** - You can also make changes to the individual accounts in projection assumptions where you manually choose Projection Types and values. For example, you can add a new loan to pay for capital expenditures.

Allocating surplus and deficit

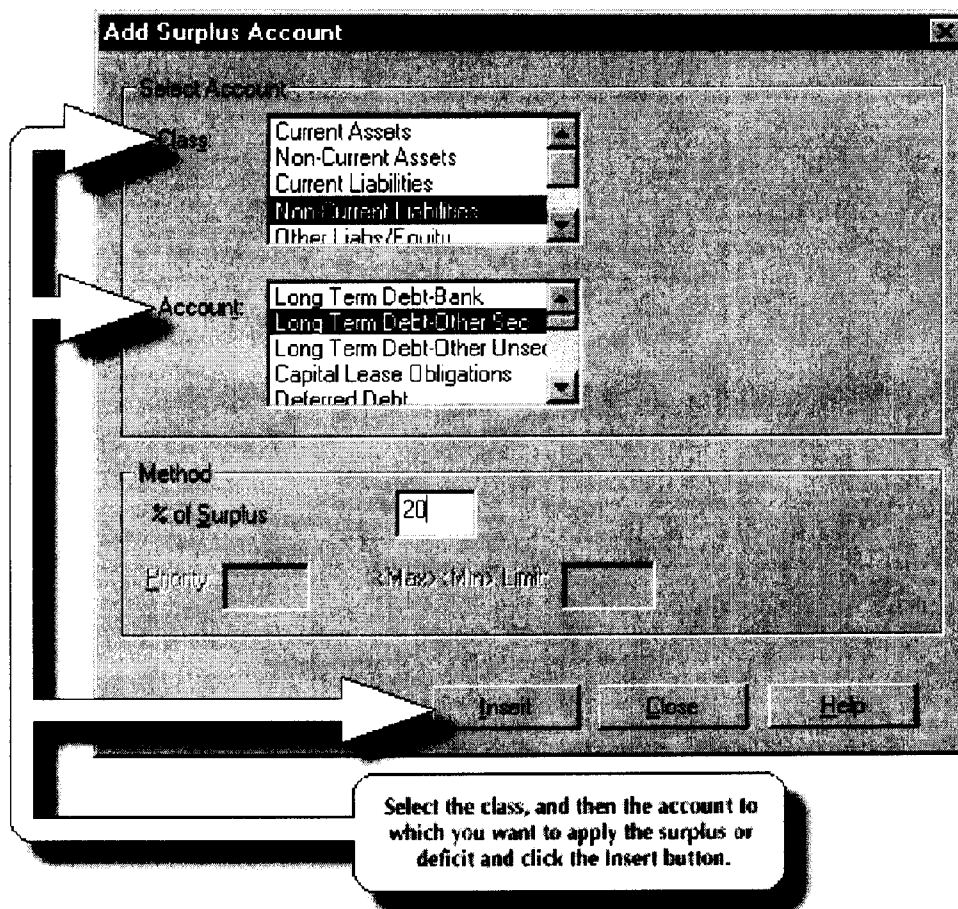
Select Surplus/Deficit Allocation from the Tools menu, or click  on the toolbar to specify how you want to apply any cash surplus or deficit. The surplus or deficit (projection plug accounts) can be allocated to any balance sheet account, although it is typically allocated to debt items only.



See Percentage Method and Priority method.

Percentage Method

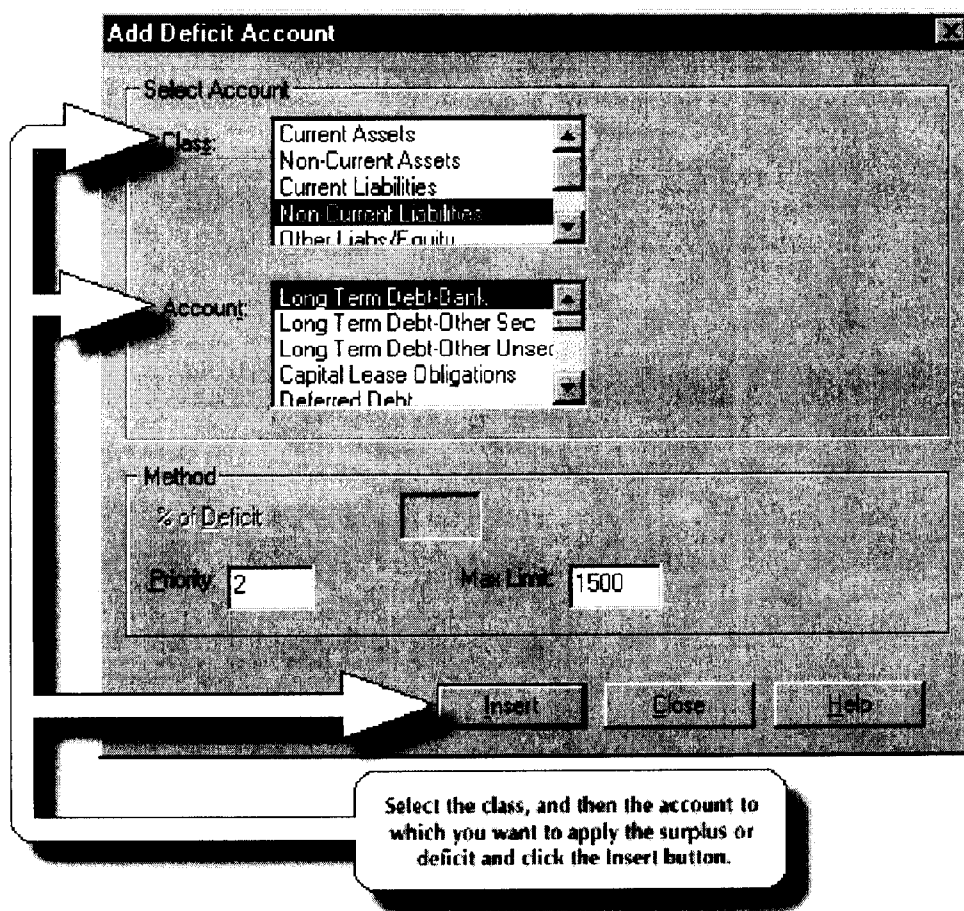
Choose Surplus or Deficit. If your projection case generates a cash surplus, the surplus accounts will be paid down by the defined percentage. If a cash deficit (required borrowings) is calculated, the deficit accounts will be increased by the assigned percentage.



- ♦ **Class and Account** - Select the class and then the account to which you want to apply the surplus or deficit and click **Insert**. Assign a percentage to each account you want to allocate the surplus/deficit. The total percentage cannot exceed 100%.

Priority method

Choose Surplus or Deficit. If your projection case generates a cash surplus, the surplus accounts will be paid down by the defined priority level. If a cash deficit (required borrowings) is calculated, the deficit accounts will be increased by the assigned priority level.

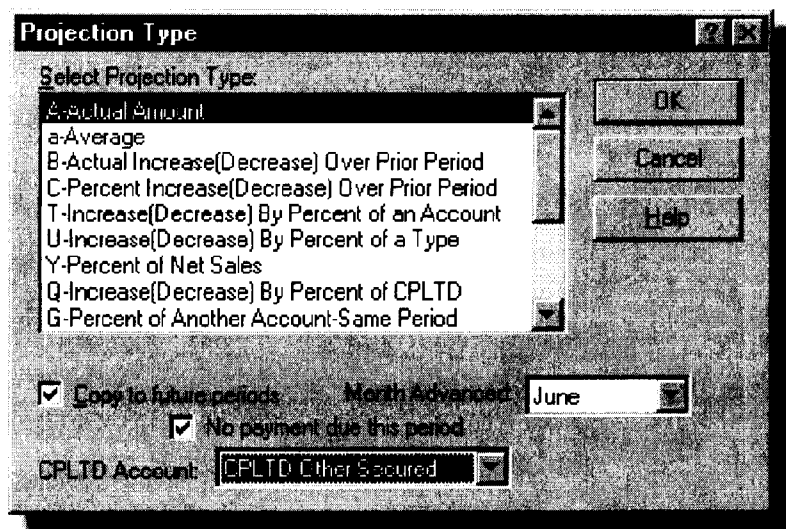


- ♦ **Surplus Method** – Enter a priority value.
- ♦ **Class and Account** - Class and Account - Select the class and then the account to which you want to apply the surplus or deficit and click Insert. Assign each account a limit (e.g., floor for surplus, ceiling for deficit) and a level (e.g., what order the surplus/deficit should be allocated). The first account to be paid has a priority of 1. Once the limit is reached, the next account is allocated until its limit is reached, etc.

Partial year's interest calculation

If a new debt is entered during the projection period, you can use the system's partial year's interest feature to calculate the CPLTD and interest expense based on the actual month the debt is funded.

You can use this feature for new debt items only.



Customizing report format

By default, report format options are set to print reports in a standard format. The Page Setup and Font dialog boxes allow you to customize the margins, orientation, page numbers, heading text, and body text.

Click one of the items below for detailed information.

Setting margins

Setting page numbers

Selecting a heading/body font

Selecting landscape/portrait orientation

To display information about specific fields in this dialog box, use What's This? Help.

Setting Margins

The system automatically sets the left, right, top, and bottom report margins to 0.25 inches. However, you can set the margins to your own specifications. The margins are applied to the page size that you select when you set up the printer.

1. Select File | Page Setup.

– or from the Print dialog box –

Click the **Page Setup** button.

2. Enter the measurements in the Left, Right, Top, and Bottom fields. Most printers cannot print closer than .25" to the edge of the paper.

3. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

Selecting a heading/body font

You can customize the heading and body fonts in your reports. Changing the heading font affects the appearance of reports items such as the Customer Name, Stmt Date, and Audit Method. Changing the body font affects the appearance of the line items in the report or the paragraphs in Consultant reports.

You can select a font, size, and other format options.

1. Select **File | Page Setup**. The system displays the Page Setup dialog box.
2. Click the **Heading Font** button to modify the heading font.

– or to change the body font –

Click the **Body Font** button.

3. Select a font and a font size.
4. Select a style from the list in the Style field. The system displays a preview of how your selections will look in the Sample field at the right.

– if you are changing the body font –

The system displays the **Bold Added and Relabeled Accounts** checkbox. Click this checkbox to indicate in bold relabelled or user-added accounts on the report.

5. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

Setting page numbers

This option allows you to select a numbering style. You can indicate the starting page number and also set the report to number sequentially, or start over for each new report. You may want to set the beginning page number to something other than 1 if you are embedding a report in another document, or if you are reporting a specific page that belongs to a set of reports.

1. Select **File | Page Setup**. The system displays the Page Setup dialog box.
2. Enter a number on which you want the reports to begin in the First Page Number field.

– or –

Click the up/down arrows to select a number in First Page Number field.

3. Activate or deactivate continuous numbering in the Continuous Numbering field. If you deactivate continuous numbering, each report in the printing batch will begin on the number you specify in the First Page Number field. If you activate continuous numbering, all reports in the printing batch will be numbered sequentially.

4. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

Setting up the printer

Before you select the printer as the report destination, make sure you select the correct printer and its specifications.

1. Select **File | Print**
2. Click the arrow to the right of the **Name** field to display a list of available printers.
3. Select a printer.
4. Click the **Properties** button to specify the paper size, the paper source, the orientation, etc.
5. Click **OK** to close the **Properties** dialog box.
6. Click **OK** again to close the **Print** dialog box.

To display information about specific fields in this dialog box, use What's This? Help.

Related Topics:

Selecting landscape/portrait orientation

Selecting paper size

Selecting landscape/portrait orientation

You can change the orientation of reports through the **Print** dialog box in Windows 95 and 98. For Windows NT, refer to your user's guide.

Choose either landscape or portrait. With portrait orientation, the page is taller than it is wide when viewing the report upright. With landscape orientation, the page is wider than it is tall when viewing the report upright.

1. Select **File | Page Setup**.

– or from the *Print* dialog box –

Click the **Page Setup** button.

2. Click **Portrait** or **Landscape**.
3. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

Selecting paper size

You may want to change paper size for certain printing operations. For example, you can select 8.5 by 14" (Legal size) paper when you print short-term projection reports. When you also select landscape orientation, all the months in the short-term projection fit on the page.

1. Select File | Page Setup.

– or from the *Print dialog box* –

Click the **Page Setup** button.

2. Click the arrow to the right of the Size field to display a drop-down list of paper sizes.
3. Select the paper size you want.
4. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

Printing reports

The printing process is the same for Historical Analysis, Long-Term Projections, Short-Term Projections and Consultant reports. (Consultant reports may not be available on your system as they are an extra-cost option.)

Regardless of the type of reports you are printing, the Reports dialog box allows you to select::

- ♦ the reports you want to print
- ♦ the statement order of the reports
- ♦ the order in which the reports print
- ♦ the report destination

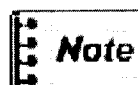
If you have not entered at least one statement for the customer, you will not be able to print reports.

To print reports:

1. Select File | Print.

If you are printing Consultant reports and have not entered Consultant database information, the program displays the Peer Database Selections dialog box.

2. Select a type of report from the Print what drop-down list.



Note

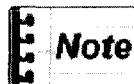
Depending on the analysis (i.e., historical or projection) that is currently active, the options in the Print What drop-down list changes. To make an analysis active, simply click its tab below the Customer

Control bar.

3. Click the **Report Select** button to select the reports you want to print. The **Report Select** button is active only for report types that have multiple reports available (i.e., Historical and Projection reports).
4. Select the reports you want to print. See *Selecting Reports* for detailed information on how to select reports.
5. If you want to customize the report's appearance, select the **Page Setup** button under Options. See *Customizing Report format* for more information about the Report Setup dialog box.
6. If you want to print statements on reports in a specific order, click the **Print Order** button. See *Selecting the print order* for detailed information on this option.
7. To specify rounding for the report, select a rounding description from the drop-down list. See *Selecting the report rounding* for detailed information on this option.
8. Select the report destination.
9. When the options in the dialog box are set to your specifications, click **OK** to print.

– or –

Click the **View Only** button to view the report on the screen. See *Using Report Browser*.



When you print from Report Browser, the system displays the Print Selected Reports dialog box. Use this dialog box to send all or some of the selected reports to the printer. See *Printing the reports you selected* for more information.

To display information about specific fields in this dialog box, use What's This? Help.

Printing the reports you selected

The system displays the Print Selected Reports dialog box when you print from the Report Browser. Access Report Browser by clicking the **View Only** button on the Print dialog box.

The Print Selected Reports dialog box allows you to print some or all of the reports you selected. For example, you may have generated a number of reports that you want to view on screen, using the Report Browser, but want only a subset of those reports sent to the printer. You may also change the order in which reports print.

To select reports to send to the printer:

1. Select the reports you want to print. Selected reports appear highlighted.
 - ♦ Click the **Select All** button to select all the reports within the selected tab.
 - ♦ Click the **Unselect All** button to deselect all the reports within the tab.

2. Click the **Print** button.

To change the order in which reports print:

1. Click the name of a report.
2. Drag it to the appropriate position. The system prints reports at the top of the list first.
3. Repeat the process until you have established the order in which you want reports to print.

Selecting the print order

The system allows you to select the order of the statements you want to print. You can also select statements that you do not want to print. If you want to change the order of the selected reports for printing, see Printing the reports you selected.

1. Click the **Print Order** button from the Print dialog box.
2. To move a statement between the Print and Do Not Print boxes, double click the statement.

– or –



Select a statement and click the button to move the statement left to the Print field.

- or -



Select a statement and click the button to move the statement right to the Do Not Print field.

3. To return to the default order, click the **Default Order** button.
4. If you want to rearrange the order of the statements, select a statement. Then click the left-most cell and drag the statement to the position you want (i.e., above or below its current position).



5. Click **OK**.

See Saving print order.



The print order you select is saved until you leave the currently selected customer. If you open a new customer, you will have to reselect your print order.

Selecting reports

The Reports dialog box allows you to select the reports you want to print. You can click the tabs at the top of the dialog box to choose between the various types of reports (i.e., Financial, Consultant, Peer Comparison, etc.).

The system displays additional fields on the dialog box depending upon the type of report you select. For example, if you select Peer Comparison reports, the system displays the Comparison Statement field and you must select a comparison statement before printing.

To select reports:

1. Select File | Print | Report Select.
2. Click a tab to select a report type.
3. Select the reports you want to print. Selected reports appear highlighted.
 - ♦ Click the **Select All** button to select all the reports within the selected tab.
 - ♦ Click the **Unselect All** button to deselect all the reports within the tab.
 - ♦ Click the **Set Default** button to make the currently selected reports the defaults. That is, the next time you print, the system will print these selected reports without requiring you to specify them again.
4. If you would like to print more than one type of report, click another tab and repeat the step 2.

To remove a report from the list once it is selected:

- √ Select the report you want to remove. The highlight will disappear from the report.

To display information about specific fields in this dialog box, use What's This? Help.

Viewing the list of selected reports

By clicking the **List** button on the Historical Reports dialog box, you can view this dialog box which lists all the reports you have selected for printing. This dialog box is for informational purposes only; you cannot change your report selections here. If you want to make changes to your report selections, or the order in which they print, see Printing the reports you selected.

To exit this dialog box, click **OK**.

Selecting the report destination

The system can send reports to the screen, the printer, RTF or text file. Before you print to the printer, make sure your printer is set up properly. Printing a report to an RTF or text file is useful if you want to load the report into a word processor for editing, or if you want to send the report as an email attachment.

To print to the screen:

1. Select File | Print.
2. Make your report selections.


3. Click the **View Only** button on the Print dialog box. The system displays the report on the right pane.

To print to the printer:

– With the report displayed (active) in the right pane –

- √ Select File | Print

– or –

Click  on the toolbar

– If you have not printed the report to the screen –

1. Select File | Print.
2. Make your report selections.
3. Click **OK**.

To print to an RTF or TXT file:

– With the report displayed (active) in the right pane –

1. Select File | Print to File. The system displays the Save As dialog box.
2. Select a drive and directory.
3. Enter a name for the report.
4. In the Save as type field, select Text Files if you want to print the report in text file format. (The default is RTF).
5. Click **Save**.

– If you have not printed the report to the screen –

1. Select File | Print.
2. Make your report selections.
3. Click the Print to File check box on the Print dialog box.
4. Click **OK**. The system displays the Save As dialog box.
5. Select a drive and directory.
6. Enter a name for the report.
7. Click **Save**.

Selecting the report rounding

You can select report rounding on the Change Rounding dialog box, or on the Print dialog box.

Report rounding allows you to select the way the financial statements will be rounded on the report(s).

The display rounding you specified on the Change Rounding dialog box appears as the default in the Report Rounding field. As a reminder, the Display Rounding field shows the rounding you used to enter statements.

To change the report rounding on the Print dialog box:

1. Select File | Print.
2. Select a rounding option from the Report Rounding drop-down list.



Note

You cannot print statements with greater accuracy than they were entered. For example:

- ♦ If you entered statements using Actual units, you can print them in Actual, Thousands, Millions, or Billions.
- ♦ If you entered statements in Thousands, you can print them using Thousands, Millions, or Billions.
- ♦ If you entered statements in Millions, you can print them in Millions or Billions.
- ♦ If you entered statements in Billions, you can only print them in Billions.
- ♦ The system displays only valid rounding options for selection.

To display information about specific fields in this dialog box, use What's This? Help.

Saving print order

Print order refers to the order in which the customer's statements are printed on reports. Using the Print Order dialog box, you can also specify which statements to include and exclude from printing.

The system automatically saves the print order you selected for your currently active customer.

1. Select File | Print.
2. Click the **Print Order** button.
3. To move a statement between the Print and Do Not Print boxes, double click the statement.

– or –

Select a statement and click the **Move Left** or **Move Right** buttons to place the statement in the Print or Do Not Print boxes.

Once you have established the print order, the system saves it until you close the customer, or until you change the order again.

4. Click **OK**.

Viewing reports printed to the screen

You can view reports online. You do not have to send your reports to a printer.


1. Select **File | Print**.
2. Click the **Report Select** button to select the type of reports you want to print. See [Selecting Reports](#) for detailed information on how to select reports.
3. Select the reports you want to view and click **OK**.
4. Click the **View Only** button in the lower left-hand corner of the Print dialog box.
5. The selected report(s) will display in the Reports menu on the Customer Control bar and a tab will appear below the customer's historical balances so that you can toggle between the open customer and the reports.
6. To select a report to view (if you chose more than one), double-click on the report located in the Reports menu on the Customer Control bar.
7. Select **File | Close** to close the report.

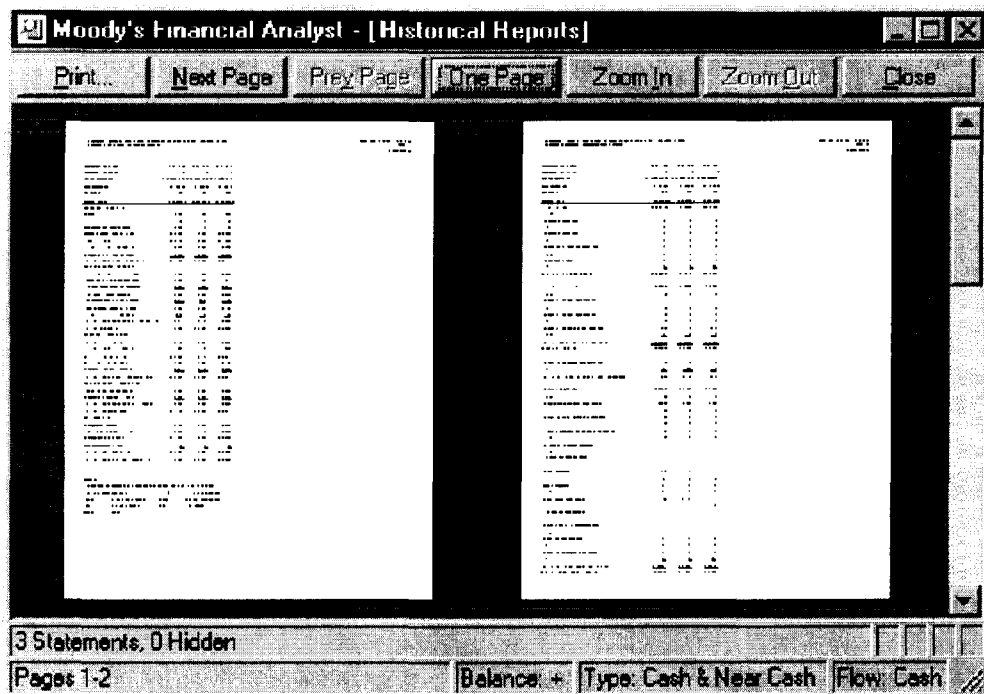
Previewing reports

You can preview how a report will look when it is printed.

1. Print a report to the screen. See [Viewing reports printed to the screen](#).
2. Select **File | Print Preview**.

– or –

Click  on the toolbar. The system displays the report in preview mode.

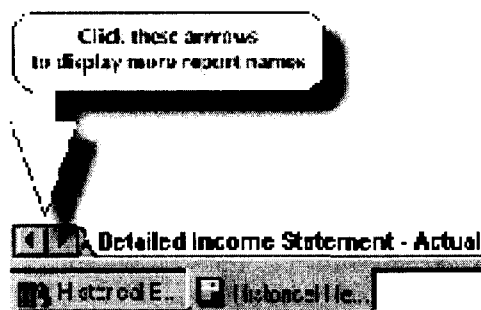


Viewing previously generated reports

The system allows you to view reports you previously generated. This option is only valid for reports generated during the current session. That is, you cannot exit the program and return to view the previously reports generated.

Using tabs (Workbook mode)

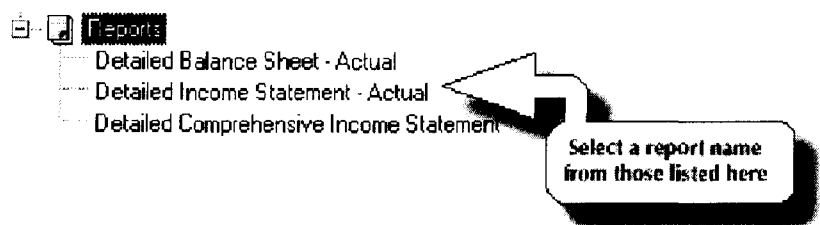
1. If you are using Workbook mode, select the Reports tab under the balances pane (right side of the screen).
2. If there are multiple reports, select the name of the report you want. The report names are listed horizontally below the balances pane. You can see the names of more reports by clicking the arrow buttons to the left of the report names.



Using the Customer Control bar

1. Click the Reports item.

2. Select the report you want to view.



You can also use the Window menu to select previously generated historical reports.

Select Window | Historical or Projection Reports.

Using Report Browser

You can view reports using the **View Only** button on the Print dialog box. This method displays the report(s) as another tab under the Balances pane in the system.

1. Select File | Print.
2. Click the **Report Select** button.
3. Select the report(s) you want to view and click **OK**.
4. Click the **View Only** button in the lower left-hand corner of the Print dialog box. The selected report(s) will display in the Reports menu on the Customer Control bar and a tab will appear below the customer's historical balances so that you can toggle between the open customer and the reports.
5. To select a report to view (if you chose more than one), double-click the name of the report located in the Reports menu on the Customer Control bar.
6. Select File | Close to close the report.

Use the Print Preview feature if you want to see how a report will look before you print it.

Printing Consultant reports

Moody's Consultant reports are purchased separately at additional cost. They are not included with the standard system. If your system does not include Consultant reports and you want them, contact your Moody's Sales representatives or contact us via the internet at www.moodysrms.com.

Consultant reports are narrative text reports that indicate moderate, significant, or very significant changes in ratios and how these changes affect the customer. The reports also compare the customer to others in the industry using peer or RMA databases.

For detailed information regarding the parameters that determine moderate, significant or very significant changes, see the Moody's Administrator User's Guide.

You will not be able to print Consultant reports until you enter a peer ID or SIC code and select a database.

The process for printing Consultant reports is the same as printing any other reports. See Selecting reports and Printing reports for detailed information about selecting and printing Consultant reports.



Do not print Consultant reports using Contractor SIC Codes. If you want to print Consultant reports for a Contractor, select a category from the Industry Defaults database. Then print the Financial Performance Analysis W/O Industry report.

Printing the RiskCalc™ for private companies report

RiskCalc™ is purchased separately at additional cost in the form of an annual subscription fee. It is not included with the standard system. If your system does not include RiskCalc™, and you want it, contact your Moody's Sales representatives or contact us via the internet at www.moodysrms.com.

RiskCalc™ analyzes financial statement data to produce default probability predictions for corporate obligors - particularly those in the middle market. The RiskCalc™ report displays 1-year and 5-year Probability of Default (PD), as well as other information for measuring and monitoring the default risk of private firms.

If you would like more information about RiskCalc™, visit us at www.moodysqra.com.

See Selecting reports and Printing reports for detailed information about selecting and printing the RiskCalc™ for private companies report.

Printing Peer Comparison reports

Peer Comparison reports compare the current customer to peers in a User-defined database or in the RMA database.

The process for printing Peer Comparison reports is similar to printing any other reports. See Selecting reports and Printing reports for detailed information about selecting and printing Peer Comparison reports.



When you select to print Peer Comparison reports, you must select a comparison statement. Including a variance column in your report is optional.

To display information about specific fields in this dialog box, use What's This? Help.

Printing Ratio Performance reports

You may not have access to Ratio Performance report.

Ratio Performance reports measure overall financial performance of a borrower for a period by correlating historical ratios with user-defined parameters and weights. These reports show a score for each ratio on a 1 to 10 scale and provide an overall score on the same scale.

The process for printing Ratio Performance reports is the same as printing reports for any other analysis. See Selecting reports and Printing reports for detailed information about selecting and printing Ratio Performance reports.

Printing Customer Comparison reports

Customer Comparison reports allow you to compare one customer against another. You can select many customers to display. However, the variance column compares only two customers.

1. Select **File | Print**. The system displays the Print dialog box.
2. Select **Customer Comparison Reports** in the Print what field.
3. Click the **Report Select** button to select the reports you want to print. See Selecting Reports for detailed information on how to select reports.
4. Specify the destination. See Selecting the report destination for more information about the report destination.
5. Click **OK** to return to the Print dialog box. The system displays the Customer Comparison dialog box.
6. Select a database in the Customer Database field. The list of customers changes based on the database you select. You can select customers from multiple databases to use in your comparison.
7. Select the customers you want to use in your comparison. Use the arrow buttons to move customers from the Available Customers field to the Selected Customers field and vice versa.



Moves a single customer from the Available Customers field to the Selected Customers field.



Moves a single customer from the Selected Customers field to the Available Customers field.



Moves all the customers from the Selected Customers field to the Available Customers field.

8. Select the **Include Variance Column** check box if you want the system to include a variance column on the report. The variance column compares only two customers, and

you must select the comparison statements for the variance column.

- ♦ Select a statement in the First Statement drop-down list.
- ♦ Select a statement in the Second Statement drop-down list.

The drop -down lists display all of the statements for all of the selected customers, including the currently open customer.

9. When the options in the dialog box are set to your specifications, click **OK** to print.

– or –

Click the **View Only** button to view the report on the screen only. See Using Report Browser.



Note

When you print from Report Browser, the system displays the Print Selected Reports dialog box. Use this dialog box to send all or some of the selected reports to the printer. See Printing the reports you selected for more information.

To display information about specific fields in this dialog box, use What's This? Help.

Printing Budget to Actual reports

Budget-to-Actual reporting allows you to track a customer's performance relative to a budget. The system's Budget-to-Actual reports compare budget information (projected statements) to actual information (historical statements). The reports include Projection (budget) columns, Historical (actual) columns, and a variance column which reports the difference between the budget and actual figures.

Budget-to-Actual reporting consists of:

- ♦ Opening an existing projection
- ♦ Selecting projected and historical statements to compare to each other(i.e., last year you projected 1999 values; this year you enter the actual values for 1999)
- ♦ Selecting the Budget-to-Actual reports you want to print (i.e., Detailed Balance Sheet, Detailed Income Statement, etc.

To print Budget-to-Actual reports:

1. Open an existing long- or short-term projection that has statement dates that overlap the historical statements. For example, if the projection statement dates are 12/31/99 and 12/31/00, and the historical statement dates are 12/31/98 and 12/31/99, the overlapping statement is 12/31/99.
2. Select File | Print. The system displays the Print dialog box.
3. Select Budget to Actual in the Print what field. The Budget to Actual item will not be available unless you have opened a projection and it is currently active.
4. Click the **Report Select** button. The system displays the Budget to Actual Reports dialog box.
5. Select the reports you want to print. See Selecting Reports for detailed information on how to select reports.
6. Click **OK**. The system returns to the Print dialog box.
7. Click **OK** again. The system displays the Budget to Actual dialog box, where you add comparison statements, and select a Variance Format.
8. Click the **Add** button. The system displays the Select Budget to Actual Comparison Statements dialog box.
9. Enter a description in the Column Description field. The description you enter here appears as a column heading.
10. Select the Budget (projection) and Actual (historical) statements for comparison, and enter an annualization percent. Use annualization when you are comparing projected and historical statements that have a different number of periods. For example, if you compare a 6 month historical statement to a 12 month projected statement, enter 50 (50%) in the Annualization % field for the historical statement.

See Adding/Editing Budget to Actual comparison statements for detailed information about selection Budget to Actual comparison statements.
11. Click **OK**. The system returns to the Budget to Actual dialog box. Select a Variance Format if you have not done so already.
12. Click **OK**.

To display information about specific fields in this dialog box, use What's This? Help.

See also:

Adding/Editing Budget to Actual comparison statements

Adding/Editing Budget to Actual comparison statements

Use the Select Budget to Actual Comparison Statements dialog box to set up the report columns you want to compare. This dialog box indicates the statement date, the number of months covered (periods), and the statements you can choose to create the Budget-to-Actual columns.

To create comparison statements:

1. Click the **Add** button on the Budget to Actual dialog box.
2. Select one or more Budget (projected) statements to create the Projection columns on the report.
4. Select one or more Actual statements to create the Historical columns on the report.
5. Enter a percentage in the Annualization % field. Use this field when you are comparing projected and historical statements that have a different number of periods. For example, if you compare a 6 month historical statement to a 12 month projected statement, enter 50 (50%) in the Annualization % field for the historical statement. The default is 100%.
6. Click **OK**.
7. The system displays the following message if the historical and projected statements have a different number of periods, and you did not change the value in the Annualization % field:

The number of periods in the Budget Statements and Actual Statements do not match. Would you like the annualization percentage automatically adjusted?
8. Select **Yes**. The system automatically places the correct value in the Annualization % field for the projection statement

- or -

Select **No** to continue without changing the value in the Annualization % field.
9. Click **OK**. The system returns to the Budget to Actual dialog box where your comparison statement selections are displayed.
10. Click **OK** again. The system generates the report.

To display information about specific fields in this dialog box, use What's This? Help.

Printing miscellaneous reports

Miscellaneous reports are those reports not associated with historicals or projections. The miscellaneous reports are:

Customer List

Customer comparison

Chart of Accounts

Input Document

Added and Relabeled Accounts

User-Defined Analysis

Projection Assumptions

Printing a customer list

The Customer List report lists all customers available in a specific directory. The report lists the Customer ID, the Group ID, the Customer Name and its Industry Model for all customers found in the selected directory. This report is available as soon as you enter the system. You do not have to load a customer.

1. Select File | Print. The system displays the Print dialog box.
2. Select Customer List in the Print what field.
3. Click OK. The system displays the Customer List dialog box.
4. Select a database in the Customer Database field. The list of customers changes based on the database you select.
5. Click the Print button.

Printing the Chart of Accounts

This feature is currently not available, but will be in a subsequent release of the system.

The Chart of Accounts is a list of the accounts, classes, account types, and account flows in your Industry Model.

1. Select File | Print. The system displays the Print dialog box.
2. Select User-Defined Analyses in the Print what field.
3. Click OK. The system displays the Chart of Accounts dialog box.
4. Click the Print button to send the report to the printer.

Printing the input document

This feature is currently not available, but will be in a subsequent release of the system.

The system allows you to print both blank and completed Input Documents. Input documents are available for historical analysis as well as long- and short-term projection analysis. The Blank Historical Input Document lists the entire Chart of Accounts of the model associated with the current customer, with four blank columns for historical data. You can use this report as a worksheet for data entry.

The completed Historical Input Document lists the chart of accounts with the last two historical balances for the current customer, plus 2 blank columns. You can use this report to check the accuracy of your data entry and as a worksheet for new data entry.

1. Select File | Print. The system displays the Print dialog box.
2. Select Input Document in the Print what field.
3. Click **OK**. The system displays the Input Document dialog box.
4. Click the **Print** button to send the report to the printer.

Printing the Added and Relabeled Accounts report

1. Select File | Print. The system displays the Print dialog box.
2. Select Added and Relabeled Accounts in the Print what field. This item will not be available if you have not added or relabeled any accounts in the current customer file.
3. Click **OK**. The system displays the Added and Relabeled Accounts report dialog box.
4. Click the **Print** button to send the report to the printer.

Printing the User-Defined Analyses report

The User-Defined Analysis report shows each user-defined ratio, its formulas and if it is protected against report rounding. It also indicates if the ratio is included in the Credit Compliance report and, if so, it shows the maximum or minimum compliance value (not the computed value).

1. Select File | Print. The system displays the Print dialog box.
2. Select User-Defined Analyses in the Print what field.
3. Click **OK**. The system displays the User Defined Analysis Print dialog box.
4. Click the **Print** button to send the report to the printer.

Printing the Projection Assumptions report

The Projection Assumptions report is available in both long- and short-term projections.

The report lists all the valid projection types for each account, the interest calculation method, and all your input data for the currently loaded projection file. It also shows the assumption for each of the quick assumption variables, if available.

1. Make sure the projection is active by selecting the projection tab below the balances pane (right side of the system).
2. Select File | Print. The system displays the Print dialog box.
3. Select Projection Assumptions report in the Print what field.
4. Click **OK**. The system displays the Projection Assumptions report dialog box.
5. Click the **Print** button to send the report to the printer.

Printing the Projection Input document

This feature is currently not available, but will be in a subsequent release of the system.


The Projection Input Document lists the historical values for the last two periods and the valid projection types for each account.

1. Make sure the projection is active by selecting the projection tab below the balances pane (right side of the system).
2. Select File | Print. The system displays the Print dialog box.
3. Click **OK**. The system displays the Projection Input Document dialog box.
4. Click the **Print** button to send the report to the printer.

Opening a customer

1. Select File | Open

- or -

Click  on the toolbar.

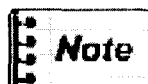
The system displays the Open Customer dialog box.

5. Select the database from which you want to select the customer. See Adding a local database if you want to add an existing database or create a new local customer database.
6. Select a customer from the list.

To quickly locate a customer, type the first character of the customer name for which you are searching. The system automatically scrolls to and highlights the first customer that matches the character you typed.

- or -

Click the **Customer Filter** button to quickly locate customers that meet specific criteria. See Locating customers using the Customer Filter for more information. Alternatively, you may press CTRL + F to find customers. See Searching Using CTRL + F.



Note

The Customer Status line near the bottom of the dialog box tells you if the selected customer file is available to be opened, checked-out, in use by another user, etc.

7. Click **OK**. If security is active, the system requires you to associate the customer with an access group. See Assigning an access group to a customer.

To display information about specific fields in this dialog box, use What's This? Help.

Assigning an access group to a customer

You must assign an access group when you open a customer from a local database. Access groups are defined in the Administrator application by your system administrator. You are required to select an access group only when security is active.

1. Select the access group from the drop-down list.
2. Click **OK**. Contact your system administrator if you do not know which access group to select.

Locating customers using the Customer Filter

The Customer Filter dialog box allows you to specify distinct criteria by which the system locates customers.

1. Enter information in the Criteria section of the Customer Filter dialog box.

- or -

Select from drop-down lists where available.

The dialog box allows you to enter criteria in the following fields:

Customer Name Begins With	Enter the first character or characters of the customer name.
SIC Code	Enter a SIC code. This field is available only if SIC codes have been defined in the installed model(s).
State or Region	Enter the state, region, or province. The system will locate customers who have a matching state, region, or province defined on the RMA Submission dialog box.
Industry	Select an individual industry model from the drop-down list or select 'all' if you want to look for customers associated with any industry model.
Created By	Enter the name of the individual who created the customer(s).
Saved By	Enter the name of the individual who last saved the customer.
Saved After Date	Enter a date or click the field once to display the up/down arrows to the right of the field.

Then select a date by clicking the arrow.

2. Click OK.

Searching Using CTRL + F

You may press **CTRL + F** on any customer list dialog box (i.e, Open Customer, Copy, Move, Delete, Check Out, Peer Selection etc.) to locate information quickly.

1. Press **CTRL + F**. The system displays the Find dialog box.
2. Enter a character, word, or phrase in the Find what field.
3. Select your criteria (i.e., Match whole word only, Match case).
4. Select the direction, up (ascending) or down (descending).
5. Click the **Find Next** button. The system locates the customer that meets the criteria you specified.
6. Press **F3** to locate more customers that meet the criteria.



Note

CTRL + F will not be available if the configuration attribute, 'Use server-side cursor for customer selection', is activated. Only the system administrator can change configuration attributes.

Opening a projection

1. Open a customer.
2. Click the Projection tab beneath the Customer Control bar (left pane of the system). The system displays the names of the projections associated with this customer. If no projections are associated with this customer, you must create a projection.
3. Double click the name of a projection. The system displays the projection assumptions in the right pane of the system.

Opening a recently opened customer

The system provides a shortcut for opening customer files that have been opened and closed recently in a session. Displayed at the bottom of the file menu is a list of recently opened customers.

- ☐ Double-click the customer you want to open from the File menu recall list.

Entering Required Fields information

This feature is currently not available but will be in a subsequent release.

When closing a file using the Close or Save As options, if you have not entered information in fields that are designated as required, the system displays the Required Fields dialog box.

1. On the Required Fields dialog box, click the down arrows to display a drop down list.
2. Select an item from the list.

– or –

Type in the required information.

3. Click **OK**.



Note

If your required fields are set to forced, you cannot close your customer without completing the required fields. If required fields are set to not forced then the system prompts you when you save and reminds you that you have required fields, but you do not have to complete them. The 'forced' and 'not forced' settings are set in Moody's Administrator.

Saving a file with a different name (Save As)

Use the Save As option to make a copy of an existing customer with a different name.

1. Open a customer if one is not already open.
2. Select File | Save As.
3. Enter a new Short Name and Long Name for the file.
4. Check the Save Short-Term Projections check box if you want to save the short-term projections associated with this customer.
5. Check the Save Long-Term Projections check box if you want to save the long-term projections associated with this customer.
6. Select a customer database. See Adding a local customer database procedure if you want to specify a local customer database.
7. Click **OK**.

Saving a file that has been saved previously

Use the Save option to record any changes you make.

- ☐ Select File | Save.

**Note**

When you use Save, the system saves the currently active item (i.e., a projection or customer). Select items to make them active by clicking the tabs located under the Balances pane.

If you want to save all items you currently have open, select File | Save All.

Using the Save option

Use the Save option to save changes to the active document (i.e., a customer file or a projection). For example, if you have a customer, a report, and two projection scenarios loaded, you can save the projections or the report without saving changes to the customer.

1. Click a tab under the Balances pane to make an item active (i.e., the report or projections).
2. Select File | Save.

Repeat this procedure for each item you want to save.

Using the Save Customer option

Use the Save Customer option to save the entire customer and all its projections.

- ☐ Select File | Save Customer.

Saving all open files

You can use the Save All option to save all customers and projections if you have multiple customer files open simultaneously.

- ☒ Select File | Save All.

Using the Save As option to save a projection

You can use the Save As option to save a projection. This makes a copy of the existing projection with a different name.

1. Open the projection or create a new one. Make sure the projection is active by double

clicking its name in the Customer Control bar.

2. Select File | Save As.
3. Type a name for your projection.
4. Click OK.

Alternatively, you can rename a projection (without making a copy) by modifying projection information.

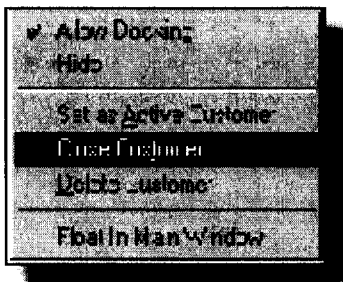
Closing a file

Use the Close option to close the active document (i.e., a customer, a report, or a projection). For example, if you have a customer, a report, and two projection scenarios loaded, you can close the projections or the report without closing the customer.

1. Click a tab under the Balances pane to make an item active (i.e., the report or projections).
2. Select File | Close.
3. Repeat this procedure for each item you want to close.

— or —

1. Click the name of the customer in the Customer Control bar.
2. Click the right mouse button.
3. Select Close Customer.



Using the Close Customer option

Use the Close Customer option to close the entire customer and all its projections.

- ☐ Select File | Close Customer.

Using the Close All option

Use the Close All option to close all customers and projections if you have multiple customer files open simultaneously.

- ☐ Select File | Close All.

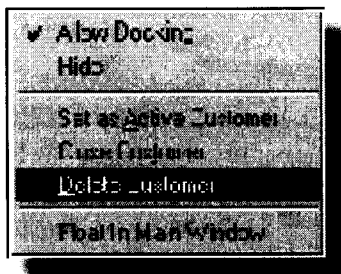
Deleting a customer

You can delete a customer using the Delete option from the Maintenance submenu. Be sure that you really want to delete the customer you have specified for deletion.

1. Select File | Maintenance | Delete. The system displays the Delete Customer dialog box.
2. In the Customer Database field, select the database that stores the customer file(s) you want to delete.
3. Specify the delete option.
 - Confirm Each Customer Select this option to receive the following confirmation message before copying a file:
Are you sure you want to delete customer...?
4. Select the customers you want to delete. Select multiple customers by holding down the SHIFT key and dragging the mouse over the customers you want to delete or hold the CTRL key and click the customers you want to delete.
5. Click the **Delete** button. The system asks you if you want to delete the customer(s).
6. Click Yes.

– or to delete the active customer –

1. Click the name of the customer in the Customer Control bar.
2. Click the right mouse button.
3. Select Delete Customer.

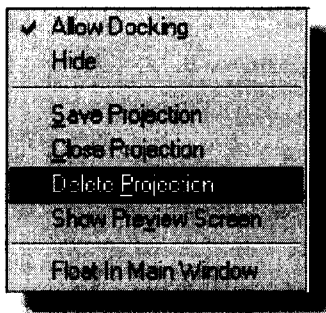


Deleting a projection

You can delete a projection by making the projection active and clicking the right mouse button. Be sure that you really want to delete the projection you have specified for deletion.

1. Open the projection you want to delete by double-clicking the name of the projection in the Customer Control bar.
2. Click the right mouse button.

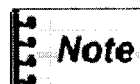
3. Select Delete Projection.



Copying a customer

The only way to copy files is by using the Copy command from within the system.

1. Select File | Maintenance | Copy. The system displays the Copy Customer dialog box.
2. In the Source Database field, select the database that stores the customer file(s) you want to copy.
3. In the Destination Database field, select a database where you want to copy the selected file(s).



Note

You may need to add a new database to use as the destination for the file you want to copy.

See Adding a local customer database procedure.

4. Specify the copy options.

- Copy Projections Select this option to copy all projections associated with the customer file.
- Confirm Each Customer Select this option to receive the following confirmation message before copying a file:
Are you sure you would like to copy customer...?
- Confirm on Replace Select this option to receive the following confirmation message before replacing a customer:
Customer file...already exists. Replace?

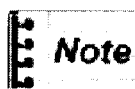
Select the customers you want to copy. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to copy or hold the **CTRL** key and click the customers you want to copy.

5. Click the **Copy** button.

Moving a customer

The only way to move files is by using the Move command from within the system. Moving a file eliminates the file from the source database and places it in the destination database.

1. Select File | Maintenance | Move. The system displays the Move Customer dialog box.
2. In the Source Database field, select the database that stores the customer file(s) you want to move.
3. In the Destination Database field, select a database where you want to move the selected file(s).



You may need to add a new database to use as the destination for the file you want to move.

See Adding a local customer database procedure.

4. Specify the move options.
 - Move Projections By default, this option moves all projection files associated with the customer. You cannot change this option.
 - Confirm Each Customer Select this option to receive the following confirmation message before moving a customer:
Are you sure you would like to move customer...?
 - Confirm on Replace Select this option to receive the following confirmation message before replacing a customer:
Would you like to replace the customer?
5. Select the customers you want to move. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to move or hold the **CTRL** key and click the customers you want to move.
6. Click the **Move** button.

Renaming a customer

This feature is currently not available.

You can give a customer a new customer ID using the Rename command on the Maintenance submenu. You can rename customers using only the Rename command from within the system.

If you want to change the customer's name, not the ID, see Entering/modifying customer information.

1. Select File | Maintenance | Rename.

2. Select the customer you want to rename. You cannot rename your currently loaded customer.
3. Click the **Rename** button. The system displays the Rename dialog box.
4. Type in the new name for the customer.
5. Click **OK**.
6. Click **Close**.

Checking-out a customer

The system's file checking features allow individual users (in a multi-user environment) to check-out, check-in, and uncheck-out customers. When you check-out a customer, other users have read-only rights to it. Only the person who checked out the customer can make changes to it.

For example, if you want to work on a customer outside of the office, check-out the customer to a diskette. Then you can load the customer on a laptop or home computer to work on it. When you return, check-in the customer to give other users access to the customer and to return the customer to the specified database with all the changes you made.

Alternatively, Uncheck-out a customer if you need to provide other users access to the customer, and cancel any other changes made during check-out.

Checking out a customer copies from one location to another, so you can work on the customer outside of your office. When you check-out a customer, other users have read-only rights to that customer, until you check it in.

1. Select **File | Maintenance | Check-Out**.
2. Select a source database. The source database is the location of the file(s) you want to check-out. For example, the source database may be named 'Customer Database'.
3. Select a destination database. The destination database is the location where you want to place the selected customer(s). For example, the destination database may be named 'Checked Out Database'.



You may need to add a new database to use as the destination for the file you want to check-out.

See Adding a local customer database procedure.

4. Specify the check-out options.
 - **Check-Out Projections** Select this option to check-out all projections associated with the customer.
 - **Confirm Each Customer** Select this option to receive the following confirmation message before checking out a customer:
Are you sure you would like to check-out customer...?
 - **Confirm on** Select this option to receive the following

Replace

confirmation message before replacing a customer:

Customer ...already exists. Replace?

5. Select the customers you want to check-out. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to check-out or hold the **CTRL** key and click the customers you want to check-out.
6. Click the **Check-Out** button.

See Checking-in a customer.

Checking-in a customer

After making changes to the checked-out customer, use this option to return the customer to the original directory, so it is available to other users for future changes.

1. Select File | Maintenance | Check-In.
2. Select a source database. The source database is the location of the customer(s) you want to check-in. Since you want to check-in a customer that was previously checked-out, you will look in the database that may be named 'Checked Out Database'.



Note

It is no longer necessary to select a destination database. The system automatically returns the customer to its original database.

3. Specify the check-in option.

- Confirm Each Customer

Select this option to receive the following confirmation message before checking-in a customer:

Are you sure you would like to check-in customer...?

4. Select the customer(s) you want to check-in. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to check-in or hold the **CTRL** key and click the customers you want to check-in.
5. Click the **Check-In** button.

See Checking-out a customer.

Unchecking-out a customer

This option allows the user who checked-out the customer to check it in without any changes being copied back into the data directory.

1. Select File | Maintenance | UnCheck-Out.

2. Select a database from the Customer Database field.
3. Specify the uncheck-out option.
 - **Confirm Each Customer** Select this option to receive the following confirmation message before unchecking-out a customer:
Are you sure you would like to uncheck-out customer...?
4. Select the customer(s) you want to uncheck-out. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to check-in or hold the **CTRL** key and click the customers you want to uncheck-out.
5. Click the **Uncheck-Out** Button.

See Adding a local customer database procedure for step-by-step instructions for creating a local customer database.

Unlocking a customer

This option allows you unlock a customer that has been locked. A locked file is one that is currently open by another user or has been locked as a result of an improper exit. For example, if you had a customer open and a power outage caused your system to shut down improperly, that customer will be locked. When you try to open that customer, the system will tell you it is in use by another user.



Note

Be careful not to try to unlock a customer in use by another user. The unlock dialog box shows all locked files, regardless of whether they are open by another user, or if they are locked because of an improper shut down.

Make sure the customer you are trying to unlock is locked because of an improper shut down. You should attempt to unlock only customers that you have worked on. You should unlock only customers you know are not currently in use by another user.

1. Select File | Maintenance | Unlock.
2. Select a database from the Customer Database field.
3. Specify the unlock option.

- Confirm Each Customer

Select this option to receive the following confirmation message before unlocking a customer:

Are you sure you would like to unlock customer...?

4. Select the customer(s) you want to unlock. Select multiple customers by clicking a customer and dragging the mouse over the other customers you want to unlock or hold the **CTRL** key and click the customers you want to unlock.
5. Click **unlock**.

See Adding a local customer database procedure for step-by-step instructions for creating a local customer database.

Exiting the system

The Exit option completely exits the system. Make sure you have saved your work before you exit. If you have not saved, the system prompts you to do so.

- ☐ Select File | Exit

Using Batch Utility

Batch Utility allows you to process information for multiple customers, rather than for one customer at a time. The system allows you to select an Add-In component (i.e., Update Portfolio component). For example, the Update Portfolio Add-In component updates a database with the summary data for all the customers you select.

To run Batch Utility:

1. Start the system but do not load a customer. Batch Utility is not available when a customer is loaded.
2. Select Tools | Batch Utility. The system displays the Batch Utility dialog box.
3. Select a component from the drop-down list in the Add-In Component field. Components are small applications that perform a specific function such as updating the portfolio.
4. Select a database from the drop-down list in the Customer Database field. The customers stored in the selected database appear in the Available Customers field.
5. Use the arrow buttons to move customers from the Available Customers field to the Selected Customers field and vice versa.

- or -

Click the **Load Set** button if you have previously defined a set of customers. See Loading sets for more information.



Moves a single customer from the Available Customers field to the Selected Customers field.



Moves all the customers from the Available Customers field to the Selected Customers field.



Moves a single customer from the Selected Customers field to the Available Customers field.



Moves all the customers from the Selected Customers field to the Available Customers field.



Note

To include customers from more than one database, simply select a different database in the Customer Database field, and select the customers you want. Repeat this process for each database that stores the customers you want to include.

The system processes only customers in the Selected Customers field.

- if you want to save the currently selected customers as a customer set -

Click the **Save Set** button. See Saving sets for more information.

6. Click **OK**.

Loading sets

Loading a set of customers allows you quickly to select a group of customers you have previously defined for batch processing. You must save a set before you will be able to load a set. See Saving sets for more information.

1. Click the **Load Set** button. The system displays the Load Set selection box.
2. Select a set from the drop-down list.
3. Click **OK**.

Saving sets

You can specify a unique set of customers for batch processing. By saving a set of customers, you do not have to individually select the customers you want to process.

1. Select the set of customers you want to process.



Note

To include customers from more than one database, simply select a different database in the Customer Database field, and select the customers you want. Repeat this process for each database that stores

the customers you want to include.

2. Click the **Save Set** button. The system displays the Save Set dialog box.
3. Click the **New** radio button to specify a new set.

- or -

Click the **Existing** radio button to save the selected customers with an existing name. Choosing the **Existing** radio button overwrites the existing set with the currently selected customers. It does not append to the list of customers in the set.

4. Click **OK**.

See Loading sets for more information.

Update Portfolio

The Update Portfolio Add-In component updates the database with the summary data for all the customers you select.

Each time a customer is closed (or saved, depending on system settings), the system writes summary data (ratios, balance sheet, income statement, cash flow, etc. values) to a table in the database. The system's Batch feature, automates the process of updating the database without requiring you to open and save/close a single customer at a time. Instead, you can select multiple customers, run the Add-In, and quickly repopulate the database with the most recent values.



Note

Your system administrator controls whether the system writes summary data to the database each time you save or close a customer via a setting in the model's .ini file. Only system administrators should make changes to the model's .ini file.

By default, the system writes summary data to the database when you close a customer (and save any changes you have made).

To run the Update Portfolio Add-in for multiple customers:

1. Do not open a customer.
2. Select Tools | Batch Utility.
3. Select Update Portfolio in the Add-In Component field on the Batch Utility dialog box. See Using Batch Utility for more information.

See Update Portfolio error assessment.

Update Portfolio error assessment

The Update Portfolio component tests for certain error conditions during processing to ensure that the data sent to the summary tables are complete and accurate. Two types of errors are tested:

Incomplete Records

Undefined Ratios

Incomplete Records

Update Portfolio will test each financial statement date separately to determine if the data associated with that statement is complete and valid. When one or more of these conditions exist, no information will be sent to the summary tables for that statement date. The conditions tested are:

- ◆ When the Balance Sheet does not balance.
- ◆ When the following items are zero:

Total Assets

Total Liabilities and Net Worth

Net Sales

- ◆ When the following items are negative:

Current Assets

Current Liabilities

Quick Assets (numerator of Quick Ratio)

Net Sales

Net Trade A/R

Cost of Goods Sold

Inventory

Trade Payables

CPLTD

Net Fixed Assets

Total Liabilities

Total Assets

Depreciation & Amortization

Officers' Compensation

CPLTD + Interest + Dividends (denominator
of the UCA Cash Flow Coverage Ratio)

Undefined Ratios

After all of the Incomplete Record tests are assessed for a financial statement date, Update Portfolio will test additional error conditions on a ratio-by-ratio basis. If the system determines a ratio is undefined, rather than assessing the entire statement as incomplete or invalid, it simply attributes an undefined value to the particular ratio, but still sends the entire financial statement date's data to the summary tables. Undefined Ratios are represented in the summary tables with values of +999 and -999. Division by zero is an example of a condition that causes an undefined ratio.

Consider a customer that has no current liabilities. This would make the Current Ratio (current assets / current liabilities) undefined due to division by zero. In this case, a value of +999 would be used to indicate an undefined ratio reflecting a positive financial situation (i.e., the company has current assets but no current liabilities).

A -999 is used to represent an undefined ratio that reflects a negative financial situation. For example, assume a company does not have current assets or current liabilities. Again the Current Ratio is undefined due to division by zero, but the lack of current assets is a negative financial situation.

Using the Excel Link

The Link to Microsoft Excel is **for use with Microsoft Excel 97 or later** and provides you with functions, formulas, graphing capabilities, etc., to manipulate customer data. You can link virtually any data element from the system into Microsoft Excel. We provide you with some standard Microsoft Excel templates which are located in the \Templates subdirectory (i.e., C:\Program Files\Moodys Financial Analyst\Templates. They are:

Detbs2000.XLT	Detailed Balance Sheet
Detis2000.XLT	Detailed Income Statement
Dtrat2000.XLT	Detailed Ratios
MMAS2000.XLT	Includes some values for Balance Sheet, Income Statement, Key Ratios, Cash flow, etc.
Subs2000.XLT	Summary Balance Sheet
Sumis2000.XLT	Summary Income statement

You should be a proficient user of Microsoft Excel. If you do not have Microsoft Excel, you cannot use the Excel Link.

Linking customer data to Microsoft Excel uses a number of Microsoft Excel concepts and procedures. For details regarding these concepts and procedures, refer to your Microsoft Excel documentation. This section of the Help explains in detail how to set up and use the Excel Link.



Note

Follow the instructions in the numbered topics below to add the linking functionality to Microsoft Excel.

You must run Microsoft Excel and Moody's Financial Analyst simultaneously to use the link.

Required procedures

1. Copying a Template
2. Selecting the Add In from Microsoft Excel
3. Using an Existing Template

Useful procedures (optional)

Selecting FAMAS Menu Items in Excel

Relinking a template

Using FAMAS *Encore* templates with the Excel Link

Populating the template with statements furthest to the right

Linking data to Microsoft Excel

Using Formula Builder versus the Function Wizard

Selecting the design mode

Building formulas using the FAMAS formula option

Selecting functions using the FX button

Setting up an array

Removing the FAMAS Link from Microsoft Excel

Copying a Template

This section explains how to copy the standard MMAS2000.XLT template into the Microsoft Excel directory. This procedure applies to any of the templates shipped with the system. By copying the template, you are making a duplicate of the template. If you make changes only to the copied template, the original will never be overwritten.

Also, if you make changes to the copied template and later want to revert to the original, you can simply copy the original again (by following the steps below).

**Note**

Copying a template creates a MMAS2000.XLT icon in Microsoft Excel's New dialog box. That is, when you select File | New in Excel, the MMAS2000.XLT icon will appear in the dialog box where you select templates. Click this icon to easily access the new template.

This step is not necessary to use the Link to Microsoft Excel.

The MMAS2000.XLT sample template gives you an example of the kind of reports you can format when you link to Microsoft Excel.

To copy the MMAS2000.XLT Template:

1. Run Windows Explorer.
2. Locate the MMAS2000.XLT (or other appropriate template) in the \Templates subdirectory (i.e., C:\Program Files\Moodys Financial Analyst\Templates).
3. Copy MMAS2000.XLT to the location in Microsoft Excel where you store templates (i.e., C:\Program Files\Microsoft Office\Templates\Spreadsheet Solutions).

Refer to your Microsoft Excel Documentation for more information on how to use templates in Microsoft Excel.

Next topic:

Selecting the Add-In from Microsoft Excel

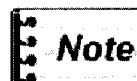
Selecting the Add-In from Microsoft Excel

You cannot use the Excel Link with both *FAMAS Encore* and this system. If you previously used the Excel Link with *FAMAS Encore*, select Tools | Add-Ins and uncheck the *FAMAS Encore* link (in Microsoft Excel).

This section shows you how to select FAMAS.XLA as an Add-In to Microsoft Excel. FAMAS.XLA adds the FAMAS menu and its options to Microsoft Excel's menu bar.

To select the Add-In:

1. Start Microsoft Excel.
2. Select Tools | Add-ins. The system displays the Add-Ins dialog box.
3. Click the **Browse** button to search for FAMAS.XLA. The file, FAMAS.XLA, is located in the \Moodys Financial Analyst subdirectory (i.e., N:\Moodys Financial Analyst).
4. Select FAMAS.XLA and click **OK**. The Excel Link item appears in the list of Add-Ins available on the Add-ins dialog box. By default, the item is selected. Microsoft Excel indicates a selected item by an X or a ☐ in the box to the left of the Add-In's name.
If the Add-In is not selected, click the item. An X or a ☐ appears in the box to the left of its name.
5. Click **OK**. The FAMAS menu appears on Microsoft Excel's menu bar.



Note

To remove the FAMAS menu from Excel's menu bar, go to the Add-Ins dialog box, and click the item so the X next to its name disappears. Click **OK**. The FAMAS menu is removed from Excel's menu bar.

For more information about installing or removing Add-Ins, see the Microsoft Excel's User's Guide, "Installing Add-In Features". The Microsoft Excel Link is compatible with Microsoft Excel 97 or later.

See Selecting FAMAS Menu Items in Excel.

Next topic:

Using an Existing Template

Using an Existing Template

This section explains how to load an existing template.

To load an existing template:

1. Run Microsoft Excel.
2. Select File | New.
3. Locate the template you want to open. If you copied MMAS2000.XLT to the directory where your Excel templates are stored, the MMAS2000.XLT template's name (or icon) will appear in the dialog box.

Otherwise, Moody's Financial Analyst default templates are located in the Moodys Financial Analyst\Templates directory. These templates come with the system and may be accessed through File | Open in Microsoft Excel.

4. Click the template name (or icon) to open it.

The system may prompt you with the following question:

"Do you wish to establish links?"

5. Click **NO** on this dialog box.
6. Run Moody's Financial Analyst and open a customer file. For more information about running Moody's Financial Analyst and Microsoft Excel simultaneously, see Linking data to Microsoft Excel .
7. Switch back to Microsoft Excel.
8. Place the mouse cursor in a linked cell. If a linked cell displays a full path in the Data Entry field, you must Relink. Go to Relinking a Template .

Otherwise, use the Refresh option.

9. Select FAMAS | Refresh Workbook from the Microsoft Excel menu.

See Using FAMAS *Encore* templates with the Moody's Financial Analyst Excel Link .

Related topics:

Using FAMAS *Encore* templates with the Moody's Financial Analyst Excel Link

Relinking a Template

Selecting FAMAS Menu Items in Excel

The FAMAS Add-In allows you to manipulate customer files. The FAMAS menu option on the Microsoft Excel menu bar lists the following four options:

Refresh Workbook	Select this option to update all worksheets in the workbook.
Refresh Sheet	Select this option to update only the active worksheet.
Design	Select this option to access a pop-up menu that allows you to build formulas. Anytime that you are using the Formula Builder Wizard, you must be in Design Mode. For more information, see <i>Selecting Design Mode to Access Formula Builder</i> .
Relink	Select this option to re-establish the link between the Microsoft Excel Add-In and the template (<i>filename.XLT</i>). For more information, see <i>Relinking the template</i> .

Related topic:

Using Formula Builder versus the Function Wizard

Relinking a Template

To view the sample template, open MMAS2000.XLT. This template is located in your Moody's Financial Analyst directory and in the directory where you store your Excel templates (if you followed the procedure entitled *Copying a Template*).

If you have installed the system to a directory other than the default directory of C:\Program Files\Moodys Financial Analyst (e.g., on a network), the system will prompt you with the following message when the template is opened:

The workbook you opened contains automatic links to information in another workbook. Do you want to update this workbook with changes made to the other workbook?

To update all linked information, click Yes

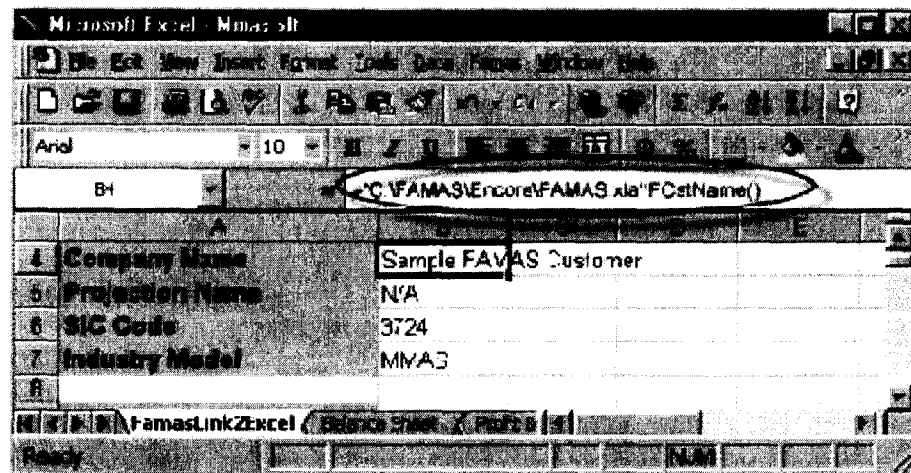
To keep the existing information, click No

Click **No**, and follow the instructions below to properly re-establish links. Make sure you have selected the Add-in. See *Selecting the Add-In from Microsoft Excel* for specific details.

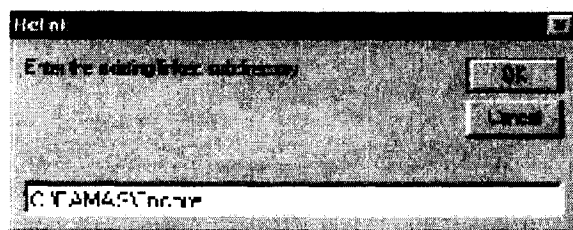
To re-establish the links:

Select a cell containing a link to Moody's Financial Analyst. (If you are using the sample template, MMAS2000.XLT, click cell 'B4'.)

- ◆ If Excel displays "`=FCstName()`" in the Data Entry field, **the link is already established**. Simply refresh the sheet by selecting FAMAS | Refresh.
- ◆ If Excel displays a full data path as shown in the picture below, complete the following steps to relink. (A full data path indicates that you must relink.)



1. Select FAMAS | Relink. The Relink dialog box appears.



2. Overwrite the path displayed in the Relink dialog box with the path the system displays in the Data Entry field (`=C:\FAMAS\Encore\FAMAS.xla!FCstName()` in the example above). Enter only the path displayed between the single quotes (') in the Data Entry field. Do not include the quotes, FAMAS.XLA, or any characters to the right of FAMAS.XLA. In this example, you would enter `C:\FAMAS\Encore`.
3. Click OK.
4. Save the template.
5. Click FAMAS | Refresh Workbook to populate the fields on the spreadsheet.

Using FAMAS Encore templates with the Excel Link

If you want to use your existing FAMAS *Encore* templates with the Moody's Financial Analyst Excel Link, follow the procedure below.

1. Open the template in Excel. The system displays the following message:

The workbook you opened contains automatic links to information in another workbook. Do you want to update this workbook with changes made to the other workbook?

To update all linked information, click Yes

To keep the existing information, click No

2. Click **No**.
3. Relink the template. See Relinking a Template.

Related topics:

Populating the template with statements furthest to the right

Populating the template with statements furthest to the right

This procedure applies only to FAMAS *Encore* templates that you are using with this version of Excel Link.

If you want to populate the template with the statements furthest to the right (i.e., if the statements are in ascending order in Moody's Financial Analyst, this indicates the most recent statements), follow the steps below.

1. Locate the cells or row that contains `{=FStmtDate("H")}`. Select the array or the range of cells that contain the historical date function.
2. Enter HistStmtsRange in the Name Box. (The Name Box appears to the left of the Formula Bar.)
3. Press **CTRL+SHIFT+ENTER**.
4. Find the cells or row that contains `{=FStmtDate("P")}`. Select the array or the range of cells that contain the projection date function.
5. Enter ProjStmtsRange in the Name Box.
6. Press **CTRL+SHIFT+ENTER**.
7. Refresh the spreadsheet.
8. Check the date field after refreshing the spreadsheet. If the data is not in a readable date format, format the cell as a date.

Linking data to Microsoft Excel

Since the Link to Microsoft Excel link is 'live', you must start Moody's Financial Analyst and load the customer whose data you want to link to Excel. Moody's Financial Analyst and Microsoft Excel must be running simultaneously.

You may use existing templates to format reports for the Link to Microsoft Excel. See Using an Existing Template.

In Excel, there are two ways in which you can select the data elements that will be linked to Microsoft Excel. You can:

- ☐ Use the FAMAS Formula option to build formulas. Use this option if you need to link data elements that are accounts, classes, types, or flows.
- or -
- ☐ Use the fx (function) button to select functions. Use this option to link other data items such as customer name, statement dates, or Constants.

Using Formula Builder versus the Function Wizard

You can design your template using the Function Wizard and/or the Formula builder in Design Mode. While there are distinct advantages to both methods, you can easily choose the one you prefer.

For example, if you are designing your template using the Function Wizard, the template is not automatically refreshed with data from your customer file. This is advantageous if you are working with a lengthy spreadsheet and are making several changes or additions, but do not want to wait for the entire spreadsheet to repopulate after each modification. You simply choose the Refresh option from the FAMAS menu in Excel when you are ready to complete the template with the customer data.

The Formula Builder is easier to use when compared to the Function Wizard. The Formula Builder does not require you to know the Class, Types, Flows, Accounts, and Macros. The Formula Builder is only active in Design Mode.

In Design Mode, you can refresh your template immediately after each change, but it is slower.



Note

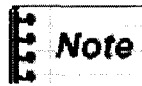
Moody's Financial Analyst is disabled when you are in Design Mode. Turn off Design Mode to regain access to the system.

Selecting Design Mode to Access Formula Builder

In Microsoft Excel, while you are in Design Mode, clicking on the right mouse key displays a pop-up menu. The FAMAS Formula option on the pop-up menu allows you to build formulas. Any time you are building or changing your template, you must be in Design Mode.

To select Design Mode:

1. Click the FAMAS menu.
2. Click the Design option. A checkmark appears next to the item to indicate Design Mode is active.



Moody's Financial Analyst is disabled when you are in Design Mode. Turn off Design Mode to regain access to the system.

Building formulas using the FAMAS Formula option

In Microsoft Excel the FAMAS Formula option allows you to quickly and easily build formulas by selecting from lists of items. You can select items categorized by Class, Type, Flow, Account, and Macro.

To build formulas:

1. Make sure you are using 'Design' Mode. For more information, see Selecting the design mode.
2. Select one or more blank cells on the Excel spreadsheet. Remember, the mouse cursor must be pointing to the highlighted cell(s) or it will highlight a different cell when you click the right mouse button.
3. Click the right mouse button. The system displays a pop-up menu.
4. Select the FAMAS Formula option from the pop-up menu. The system displays the Formula Builder dialog box.
5. Click a button on the right side of the dialog box to select from lists of items. For example, if you click the **Class** button, the list of classes appears.

Likewise, if you click the **Acct** button, the list of accounts appears.

6. Select the item you want. You can only select one item at a time. Click the **Historicals Only** or **Projections Only** buttons to specify if you want that item's data to be derived from Historical or Projection values.
7. Click **OK**. The item displays on the Formula Builder dialog box. Repeat the procedure to add more items.
8. Specify the arithmetic operators on the Formula Builder dialog box. If you want to add, subtract, multiply, or divide the items you selected, simply type the arithmetic symbols (+, -, *, /,). For instance, if you want to add Class 5 to Class 10, the entry would look like this:

FClass(5, "H") + FClass(10, "H")

"H" refers to historical statements and "P" refers to projection statements.

9. To delete items from the Formula Builder dialog box, highlight the item and press the Delete key on the keyboard

- or -

Use the Backspace key to backspace over items.

You cannot delete part of an array. You must change an array using the Formula Builder dialog box.

10. Click **OK** when you are finished selecting items. The system displays the value for your formula in the selected cell.

11. Select FAMAS | Refresh Sheet to update the contents of the cell.
12. This procedure is similar to building formulas in Moody's Financial Analyst.

Selecting functions using the fx button

The Function Wizard provides you with a list of functions so you can link data elements into Microsoft Excel.

To use the Function Wizard in Microsoft Excel:

1. Place your cursor in Excel's data entry field and click the *fx* button. The *fx* button displays the Function Wizard.
2. Select the User Defined option in the Function Category field. The system displays a list of function names in the Function Name field.
3. Select a function name (i.e., FAcct) and click the **OK**.

The system displays a second Function Wizard dialog box where you specify arguments for the function (if the function takes an argument).

4. Enter the arguments for the function (i.e., 1050 for the account number in the AcctNum field and 1 for the 1st statement in the StmtIndex field).

Near the bottom of the dialog box, the system displays help text about the selected function. For detailed information about classes, types, and flows, see the Chart of Accounts in Model Help.

5. Click the **OK** button. The system returns to your spreadsheet.
6. Click FAMAS | Refresh Sheet to update the information in your linked spreadsheet cells. If the Refresh option is not available, select an unused spreadsheet cell and select Refresh again. The system updates the information in the linked cells.

For more information about worksheet functions, see the Microsoft Excel User's Guide, "Creating Formulas and Links".

Setting up an array

Array formulas can take the place of several single-value formulas, reducing the amount of time entering repetitive formulas. Use array formulas to perform an operation that produces multiple results or to operate on a group of arguments arranged in rows and columns.

An example of a common use of an array is setting up a link for data in a row across several columns that represent statements:

	<u>12/31/98</u>	<u>12/31/99</u>	<u>12/31/00</u>
Current Ratio	FMacro(cur. rat.)	FMacro(cur. rat.)	FMacro(cur. rat.)

To set up an array:

1. Select the cell or range of cells where you want to place your formula.
2. Build your formula. See Building formulas using the FAMAS Formula option.
3. Click **OK**.
4. If the system displays the message "Cannot change part of an array", click **OK**.
5. Then press **ESC**

For more information about setting up an array, see the Microsoft Excel 97 documentation.

To extend an existing formula into other cells:

1. Highlight the original cell holding the formula along with the new cells.
2. Place your mouse cursor after the last character of the formula in the data entry box.
3. Press CTRL + SHIFT + ENTER.

Removing the FAMAS Link from Microsoft Excel

You can remove the Moody's Financial Analyst link to Microsoft Excel.

To remove the link

1. In Microsoft Excel, select Tools | Add-Ins.
2. Click the FAMAS 2000 Excel Link check box.

Electronically submitting RMA information

Using the system's batch functions, you can electronically submit RMA submission information. You can specify the industry model and select multiple customer files for RMA submission. You can also view a log file of the customers you submitted to RMA.

The submission program creates a transmittal file (RMATRAN.TXT) and a submission file (RMASUBM.TXT). After the files are created, copy the files to a diskette and mail the diskette to RMA. See Sending a single RMASUBM.TXT file to RMA and Sending multiple RMASUBM.TXT files to RMA.

RMA Electronic Submission is an add-in component to your system. If the menu RMA Submission item does not appear for selection on the Batch Utility dialog box, contact the SupportLine at 1-800-523-2627.

Be sure to read and understand the information in the following topics:

Before you begin: Entering/modifying RMA Submission Information

Performing the submission

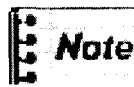


Note

RMA electronic submission is available only for the standard MMAS (Versions R and S), CONTR, and AUTO models.

Before you begin: Entering/modifying RMA Submission Information

Before you generate the RMA submission, you need to enter the customer's RMA Submission information and the SIC Code.



Note

Three fields are **required** for RMA electronic submissions. They are:

- SIC CODE
- Statement Type

- **Fiscal Year-End**

Follow the procedure below to enter information in each of these required fields.

1. Select Customer | Customer Information. The system displays the Customer Information dialog box.
2. Select the SIC Code. **This field is required.**
3. Click the RMA Submission tab. The system displays the RMA Submission Information dialog box.
4. In the top section of the dialog box, enter the customer's state and zip code. The state and zip code are not required, but they are included in the submission. All the other fields in this section of the dialog box are not required and are not included with the submitted customer information.
5. Enter the customer's Fiscal Year End date. It defaults to 12/31. **This field is required.**
6. The customer's Industry Number provided by RMA (3 characters) is not required and is not included with the submitted customer information.
7. Select the customer's Legal Form from the drop-down list.
If you select 'Other' for the Legal Form, you may type in your own description, but this data is not included with the submitted customer information.
8. The customer's Line of Business is not required and is not included with the submitted customer information.
9. Select the Statement Type, e.g., Compiled, Reviewed. **This field is required.**
10. The Post Ret. Benefits field is not required and is not included with the submitted customer information.
11. The Taxes Known field is not required and is not included with the submitted customer information.
12. In the Description of Product or Service field, enter a description of the customer's business (up to 36 characters). This field is not required, but if you enter data here, the information is included with the submitted customer information.
13. Click OK.

Performing the submission

1. Select Tools | Batch Utility. (The Batch Utility item is available only when no customer file is open.) The system displays the Batch dialog box.
2. Select the RMA Submissions component from the drop-down list in the Add-In Component field.
3. Select a database from the drop-down list in the Customer Database field. The customers stored in the selected database appear in the Available Customers field.
4. Use the arrow buttons to move customers from the Available Customers field to the Selected Customers field and vice versa.

- or -

Click the **Load Set** button if you have previously defined a set of customers. See Loading sets for more information.



Moves a single customer from the Available Customers field to the Selected Customers field.



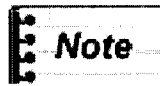
Moves all the customers from the Available Customers field to the Selected Customers field.



Moves a single customer from the Selected Customers field to the Available Customers field.



Moves all the customers from the Selected Customers field to the Available Customers field.



Note

To include customers from more than one database, simply select a different database in the Customer Database field, and select the customers you want. Repeat this process for each database that stores the customers you want to include.

The system processes only customers in the Selected Customers field. See *Selecting customers associated with different models* for information about submitting customers associated with different models.

- if you want to save the currently selected customers as a customer set -

Click the **Save Set** button. See *Saving sets* for more information.

5. Click **OK**. The system displays the RMA Criteria dialog box.

6. Enter Beginning and Ending statement date ranges.

In the Beginning Statement Date Range field, enter the earliest annual statement date you want to include for submission.

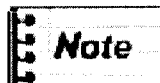
In the Ending Statement Date Range field, enter the latest annual statement date you want to include for submission.

If a selected customer has a year-end statement that falls within the selected date range, the customer will be included in the submission file. If the customer has more than one year-end statement that meets the criteria, only the most recent statement will be submitted.

7. Select the assets range.

If you select the All Assets option, all customers regardless of asset size are included.

If you select the Selected Sizes option, provide an asset range in the From and To fields.



Note

Enter asset sizes in thousands.

8. Select the checkbox options.

Click the Include Hidden Statements checkbox if you want to include the customers' hidden statements.

Click the Include Previously Submitted Customers checkbox if you want to include customers you have submitted previously. This option is only for this RMA reporting period.

Click the Log File Only checkbox if you want to create the log file without creating the submission file. Use this option if you want to preview any error messages and the status of the submission batch before actually creating the RMA submission file.

9. Click the **Organization Info** button to enter organization information. The system displays the Organization Information dialog box.



Note

Before you can submit information to RMA electronically, the system must have RMA information entered in the Organization Information section. This information is automatically entered in the registry when you install the system and enter the information in the Organization Information dialog box. If you did not enter this information when you installed, click the **Organization Info** button and enter the information including the 3-digit Chapter Number and the 8-digit RMA Member Number.

10. Specify the Destination for the data file by clicking the **Browse** button. You cannot change the name of the data file that is generated; you can only change its destination.

The data file is:

RMASUBM.TXT

Do not select the A: or B: drive here. See "Sending a single RMASUBM.TXT file to RMA" for complete information about copying the RMASUBM.TXT file to a diskette.



IMPORTANT

Multiple data files

If you are generating multiple RMA submission data files, you must select a different directory for each of the data files. Otherwise, you will overwrite the existing data file.

Multiple directories

If the customer files you want to submit are stored in multiple directories, you have two options for creating the RMASUBM.TXT file.

- Appending customer files from separate directories into a single RMASUBM.TXT file.
RMA strongly prefers to

have all submitted data in a single .TXT file.

- Changing the destination directory of the RMASUBM.TXT file (using the **Browse** button on the RMA Criteria dialog box). This creates multiple RMASUBM.TXT files, each in a separate directory. **When shipping to RMA, you must include the corresponding RMATRAN.TXT file in each of the directories.**

RMA suggests that you include a note with your submission stating that data files are contained in subdirectories.

To append customer files from separate directories:

- a) Select the customers you want to submit (as detailed in steps 1 - 5).
- b) Click the Append check box on the RMA Criteria dialog box.
- c) Continue with the remaining steps (12 - 14).

To change the destination directory of the RMASUBM.TXT file:

- a) Select the customers you want to submit (as detailed in steps 1 - 5).
- b) Click the **Browse** button to select a different destination directory. Each time you select customers from a different directory, you must click the **Browse** button on the RMA Criteria dialog box to specify a different destination directory.

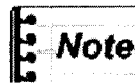
Continue with the remaining steps (12 - 14).

11. Click the Append option to append additional data to the RMASUBM.TXT file. Otherwise, RMASUBM.TXT is overwritten with new information each time you run the passport.

12. Enter Submitter information (required).

- Enter *your* name in the Name field. Do not enter your institution's name here.
- Enter *your* telephone number where you can be reached by RMA.
- Enter *your* FAX number and *your* email address.

13. Click **OK**. The system displays a message box.
14. The system generates your RMA submission file (RMASUBM.TXT), the transmittal file (RMATRAN.TXT) and a log file (RMA.LOG) in Notepad.



Following the submission process, the system displays the log file which shows all customers that were selected for submission, their dates of submission and whether the customer was included in the submission or not. If you want to print the log file, we recommend that you load it into a word processor and print. The log file is located in the FAMAS 2000 directory and is named RMA.LOG.

To ensure confidentiality, the customer's long name is not submitted to RMA. The long name is encrypted (scrambled) before being submitted. Although both forms of the long name appear on the RMA.LOG, ONLY the encrypted format is included in the submission file.

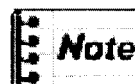
To translate the encrypted customer long name, use the Translation tool. See Translating encrypted RMA IDs.

Selecting customers associated with different models

You must have access to the Administrator application to perform the following procedure. If you do not, contact your system administrator.

Currently, you can only display for selection customers associated with a single model for RMA electronic submissions. If you want to submit customers associated with another model, follow the steps below.

1. Exit Moody's Financial Analyst.
2. Run the Administrator application.
3. Select Management | Add-In Components.
4. Select RMA Submissions.
5. Click the **Edit** button. The system displays the Add-in Component Information dialog box.
6. In the Selected Industry Models field, select the model for which you want RMA Submission to be available (i.e., CONTR).



Make sure to have only one model selected in the Selected Industry Models field.

7. Click **OK**.
8. Click **Close**.
9. Select File | Exit.
10. Run Moody's Financial Analyst. Now when you run RMA Submissions, customers associated with the model (i.e., CONTR) you selected in Administrator will appear for selection.
11. Select your customers and perform the submission.
12. Repeat this process for each model.

Submitting customer files associated with the Contractor model

RMA accepts only customer files in which the value 1 - % Completion is specified in the Method Prepared line in the Statistics class.

If the value '1' is not entered in the Method Prepared line in the Statistics class, the system will not submit the customer file, and the RMA.LOG logfile will contain an entry or entries similar to the following:

Statement was not exported. Completion Method not specified or invalid.

Statement 31-12-99 was not exported. Some values could not be calculated.

Follow the steps below to check the Method Prepared entry for a customer file that was not submitted.

1. Open the customer file and go to historical balances.
2. Go to the Statistics class.
3. Check if the value **1 - % Completion** is entered on the Method Prepared line.

If the value in the customer file's Method Prepared line is anything other than **1**, this file *will not* and should not be included in the submission batch. RMA accepts only customer files with a Method Prepared = **1 - % Completion**.

Available values and their corresponding descriptions are:

1: % Completion (RMA accepts only customer files with this Method Prepared)

2: Completed Contract

3: Cash

4: Other

Sending a single RMASUBM.TXT file to RMA

Once you have generated the RMASUBM.TXT file, follow the procedure below to send to RMA.

1. Run Windows Explorer.

2. Locate the RMASUBM.TXT and RMATRAN.TXT files. They will be in the directory you specified on the RMA Criteria dialog box. If you have not changed the path, the .TXT files will be located in C:\Windows\Temp.
3. Insert a diskette into your computer's drive (A or B).
4. Using the mouse, copy the .TXT files by dragging the files onto the A: or B: drive icon.
5. Label the diskette and send it to RMA.
6. Send the diskette to the address specified by your RMA documentation or contact RMA for the address.

Sending multiple RMASUBM.TXT files to RMA

If you generated multiple RMASUBM.TXT files, you must create a separate directory on the diskette for each of the files.

To create directories and send multiple RMASUBM.TXT files:

1. Place a diskette in drive A:
2. Run Windows Explorer.
3. Click the 3 1/2 Floppy (A) icon.
4. Select File | New | Folder. The system creates a folder on the diskette called New Folder.
5. Enter a name for the new folder (i.e. RMASUBM1).
6. Repeat this procedure to create a folder (directory) for each of the RMASUBM.TXT files you want to copy to the diskette. (i.e., RMASUBM2, RMASUBM3, RMASUBM4, etc.).



The corresponding RMATRAN.TXT files must be placed in each directory that contains an RMASUBM.TXT file. For example,

```
A:\RMASUBM1\RMATRAN.TXT
  \RMASUBM1\RMASUBM.TXT
  \RMASUBM2\RMATRAN.TXT
  \RMASUBM2\RMASUBM.TXT
```

7. Copy each of the RMASUBM.TXT files into the appropriate folder (directory) you created. **Do not rename the .TXT file to correspond to the folder (directory) name. Each RMA Submission file must be named RMASUBM.TXT.**
8. Label the diskette and send it to RMA. Send the diskette to the address specified by your RMA documentation or contact RMA for the address.

Translating encrypted customer long names

To ensure confidentiality, the customer's long name is not submitted to RMA. The long name is encrypted (scrambled) before being submitted. Although both forms of the long name appear on the RMA.LOG, ONLY the encrypted format is included in the submission file.

The RMA Electronic Submission program produces the RMA ID in place of the long name. The RMA ID is included on the RMASUBM.TXT file that you send to RMA. The customer's long name is not included on the RMASUBM.TXT file.

If you want to translate the RMA ID into the customer's long name, use the RMA ID Translation utility that is in the same directory as the RMA Electronic Submission add-in (i.e., C:\Program Files\FAMAS 2000\Add-In Components\RMA Submissions).

1. Use Windows Explorer to locate the directory where the RMA Electronic Submission is installed. It will be installed in the Add-In Components\RMA Submissions directory.
2. Double click **RMAID.EXE**.
3. Enter the RMA ID in the ID to be Translated field. **This field is case sensitive.**
You can find RMA IDs by looking at the RMA.LOG or in the RMASUBM.TXT file.
4. Click the **Translate** button. The customer's long name appears in the Translated ID field.
5. Click the **Clear Entries** button before entering another RMA ID.

Customizing Screen Options

You may customize the appearance of the system. The following topics provide you with information about how to make changes to the appearance of the screen.

Setting worksheet options

Applying attributes to worksheet styles

Setting general options

Viewing workbook mode

Displaying the Customer Control bar

Displaying the Grid Input bar

Displaying the Standard Toolbar

Setting worksheet options

Worksheet options allow you to change the appearance of a number of worksheet items such as added account cells, class lines, column headers, date balance cells, etc. Changes you make are applied to the system. That is, these changes will be in effect regardless of which customer you open.

1. Select Tools | Options | Worksheet.
2. Select an item you want to change in the Worksheet Styles field. See Worksheet styles definitions for a description of each item in the Worksheet Styles field.
3. Click the **Change** button.
4. Select font, color, borders, and alignment options. See Applying attributes to worksheet styles for more information.

5. Click **OK**.

You can also change the appearance of toolbar buttons and spreadsheet cells.

1. Click the properties that you want to apply to the worksheet in the Worksheet Properties section of this dialog box. The system indicates an active property by displaying a checkmark next to the property.
2. Select an attribute from the drop-down list in the Current Cell field.
3. If you want to revert to the default system settings for the appearance of the worksheet, click the **Load Default** button.
4. Click **OK** when you are finished.

For information about each field on this dialog box, use What's This? help.

Related Topic:

Setting general options.

Worksheet styles definitions

Worksheet styles definitions

Listed below are the worksheet styles and a definition of how the style affects the appearance of the worksheet.

Style	Definition
Added Account Cells	This style controls the appearance of accounts that you add to the chart of accounts.
Class Lines	This style controls the appearance of the lines that are at the beginning of each new class (i.e., current assets, non-current assets, current liabilities, etc.)
Column Header	This style controls only the line at the top of the worksheet that displays the words 'Historical Balances', 'Projection Balances', or 'Projection Preview'.
Date Balance Cells	This style is not available in the standard industry model. It is used only in industry models (i.e., APCF) that have date balances.

Difference Line	This style controls the appearance of the Difference Line (in historicals) that displays any imbalance.
Interest Rate Line	The style controls the appearance of the projection accounts' interest rate lines (i.e., Cash Interest, Time Deposits Interest, Accts/Notes Rec-Long Term Interest, etc.)
Number Balance Cells	This style controls the appearance of the historical account cells.
Projection Date Balance Cells	This style is not available in the standard industry model. It is used only in industry models (i.e., APCF) that have date balances.
Projection Number Balance Cells	This style controls the appearance of the projected account cells.
Projection Statement Constant Lines	This style controls the appearance of the Accountant, Analyst, Stmt Type, Surplus, Deficit, Inflation, and Reconcile To cells for projected statements.
Relabeled Account Cells	This style controls the appearance of relabeled account cells in both historicals and projections.
Required Borrowings Line	This style controls the appearance of the Required Borrowings Line when viewing a projection preview.
Row Header	This style controls the appearance of the left-most cells (i.e., the empty cell in front of each row).
Standard	This style controls the appearance of all historical cells.
Statement Date Line	This style controls the appearance of the Statement Date Line (near the top of the worksheet).